

حمل الآن

مجاناً وحصرياً

المراجعة رقم (1)

اختبار شهر مارس



Lesson 1 Artificial Intelligence and Ethics of Its Use

» Artificial Intelligence (AI):

It is a technology that enables machines to use **human-like traits**, such as logic, to solve problems.

» Artificial Intelligence depends on **algorithms**, which are a set of detailed steps that tells the computer what to do, like **recipes** that help machines learn and solve problems.

» Some Artificial Intelligence Tools:

- ① **Facial Recognition**: used to verify identity and unlock phone. Ex; **Smartphones**.
- ② **Voice Assistants**: Digital robots which respond to voice commands and answer questions. Ex; **Siri or Alexa**.
- ③ **Email Filters**: prevent dangerous or unwanted or malicious mail from reaching your inbox. Ex; **Email inbox**.
- ④ **Language Processing Tools**: help users formulate writings write and send emails and messages. Ex: **Search tools and electronic writing tools**.
- ⑤ **Chat Windows**: automatically respond to you using chatbots. Ex; Customer service on websites.

» Using Artificial Intelligence Responsibly and Ethically:

- ① **Inclusiveness**: AI tools must benefit and include all users not only a specific group.
- ② **Unbiased**: AI decisions must be based on facts, not opinions or personal views.
- ③ **Protectiveness (Privacy)**: The privacy and security of users' data must be considered.

- ④ **Benefit:** AI tools should be used to help society and make it better, not to achieve harmful personal gains or cheating others.
- ⑤ **Responsibility:** Designers should admit and correct mistakes made by AI tools.
- ⑥ **Transparency:** AI designers clearly explain how AI tools work.

Lesson 2 Online Shopping and Investment: How Do We Choose the Best?

» E-commerce:

It is the process of buying and selling products and services online.

» Research Tools:

① Smart Search Engines:

When searching for a specific product online, search engines use **artificial intelligence** to analyze your previous data, to provide: Suggestions that **match** your preferences and results of the **most suitable** products or the **fastest** delivery.

② Comparison Websites:

Help you when buying products by: Comparing many products in one place, and Evaluating **quality**, **price**, and **features**.

③ Online Reviews:

Reviews help you evaluate the quality of the product and service before purchasing.

» Consumer reviews:

- opinions of users, friends, or family online.

» Stocks and Bonds:

- **Stocks (Shares):** Equal parts into which the ownership of a company is divided.
- When you buy **stocks** in a company, you become a **partner** owning a small part of that company.
- When you buy **bonds**, you **lend** the company a sum of money.

- » We invest in stocks and bonds, To support companies that offer something good, or To make profit (Investors earn money from the profits or interest).
- » It is important to invest in companies that follow ethical principles.
- » To ensure this, we should review the official companies websites and reviews from reliable sources.

Lesson 3 Digital Communication

» 1 Educational Service Providers (ESPs):

- They are organizations that provide educational services for students and teachers,
- They can provide: Books and Online training materials.

Examples: Online libraries such as: Alexandrina library & EKB

2 Customer Support Services:

- They are the services provided by companies to help you solve problems or answer your inquiries.

» Contacting Services Providers:

1 Email:

- **Email:** is a **formal** and **professional** way of communication
- It is the best choice when your problem needs a detailed explanation or when you need an official document

» Important Tips for Writing a Good Email:

1 **Clear Subject:** Write a **clear** and **short** subject

2 **Respect:** Start with a formal and respectful **greeting** and finish it with your **signature**.

3 **Stating the Purpose:** Clearly state why you are contacting and information you need.

2 Chatbot Windows (Chatbots):

- **Chatbots:** they are AI computer programs; designed to respond to questions online.

» Advantages of chatbots:

- 1 **Speed:**
 - They give quick responses.
 - The service provider replies within 24 hours, if a real person is needed.
- 2 **Accuracy:**
 - You should write your question clearly and accurately.
 - If your questions are not clear, you will not receive accurate answers.

» Other Ways of Communication:

- 1 **Telephone:** Speak directly with a support employee.
- 2 **Visiting support offices:** Go to the organization's office to submit your request.

Lesson 4 Video Conferences

» Video conferences:

- They are tools that allow people in different places to communicate with each other using audio and video in real time, via the Internet, using **cloud computing**.

» Video Conferencing Tools:

- 1 Microsoft Teams
- 2 Google Meet
- 3 Zoom

» Steps for Using Video Conferences:

- 1 **To create a Meet:**
 - Click on **New Meeting**.
 - **Then click on the option:** Start a meeting instantly, or to create a meeting for **later**.
 - Once you have created your meeting, **copy** the meeting link that Google provides.
 - **Share** it with the meeting participants.
- 2 **To join a Meet,** there are two ways you can join a meeting:
 - Click **the link** that was sent to you. **Or**
 - Copy the meeting **code** or **link** , paste it in the right place, then click the **"Join"** button.

» Rules of video conference:

1 Before the Conference:

- **Check the Technology:** Make sure the **Internet**, **camera**, and **microphone** are working properly, to avoid technical problems during the meeting.

2 During the Conference:

- **Manage Audio and Video:**
 - 1 Click the **microphone** icon to mute or unmute.
 - 2 Click the **camera** icon to turn the video on or off.
- **Be calm and respectful:**
 - 1 Make sure that your **behavior** is appropriate for the meeting.
 - 2 Monitor your notes on the screen.

3 After the Conference:

- You can send a follow-up email.
- Attach the recording to your email, if the meeting was recorded.

Lesson 5 Programming Languages and Digital Problems Solving

» Computers don't understand human language, so we use special languages to communicate with them (**programming languages**).

» Programming languages:

They are a set of rules and symbols that we use to give clear instructions to computer programs.

» The Most Popular Languages on the Web

1 Hyper Text Markup Language (HTML):

- HTML is used to build the **structure** of web pages
- It give the web page its shape.



2 JavaScript:

- JavaScript is used to create **interactive** and **dynamic** web pages, such as moving buttons or pop-up windows.
- It adds "**life**" to the page.



Common Digital Problems and solution

The Problem	Suggested Solutions (Steps)
❶ Corrupted File	❶ Make sure the file represents what you expect. ❷ Try opening it using a different program. ❸ If you are sure the file is corrupted, delete it.
❷ The Device Does Not Charge	❶ Make sure the charging cable is working properly. ❷ Make sure that the power socket or power adapter is working. ❸ If the battery is the problem; you may need to replace it.
❸ Forgetting the Password	❶ Click on the “Forgot Password” link. ❷ Follow the steps to create a strong password.
❹ Ways to Save Files	• Make a backup of your files on : ❶ external drive ❷ a cloud storage like Google Drive or OneDrive.
❺ Undeletable file	• Check if the file name contains special symbols that prevent it from being deleted.

Lesson 6 Image Editing

» Image editing:

- It is the [changing](#) and [modifying](#) images [to](#) make them look better or more attractive.



- » It may be to fix mistake in an image or to make it look professional for presentation.

» Image Editing Programs:

- such as [GIMP](#) which is abbreviation for GNU Image Manipulation Program.

»» Features of GIMP

- It is **powerful** program.
- It is a **free** program.
- It is **open-source** program that anyone can use and modify its tools.
- You can download it directly from the Internet.

»» Image editing allows us to:

1 Correct flaws:

- Restore original colors of an image or remove excessive camera light.

2 Change Colors:

- Change the background color of an image or a video.
- EX; Make the color of a video frame smoother.

3 Merge Images (blending):

- Combine two different images to become one image (useful in creating presentations).

4 Special Effects (Filters):

- Use filters to make the image **look old** or to add special effects such as **s**.

»» Modern image editing programs like GIMP use artificial intelligence.

- **Color Adjustment:** AI learns how to adjust the colors of an image so that only the colors you need appear.

February and March Model Exams

Model Exam

1

1 Choose the correct answer:

- 1 What part of the email should you specify the purpose of your message from the beginning?
 - a. Signature of the letter
 - b. Greeting
 - c. Content of the message
 - d. Subject of the message
- 2 GIMP is an abbreviation for Image Manipulation Program.
 - a. General
 - b. GNU
 - c. Global
 - d. Google
- 3 Email is a way of communication.
 - a. Informal
 - b. Random
 - c. Formal / professional
 - d. Personal only
- 4 Which artificial intelligence tool is used to protect your email from malicious messages?
 - a. Voice assistants
 - b. Smart home devices
 - c. Smart navigation systems
 - d. Email filters
- 5 When joining an online meeting, but you don't have the link, which of the following do you need?
 - a. Your email address
 - b. Meeting code
 - c. Username
 - d. Phone number
- 6 Through image editing, you can restore of an image.
 - a. original colors
 - b. the name
 - c. the date
 - d. the location
- 7 When you buy a company's share, you become in that company.
 - a. A lender
 - b. A consumer
 - c. An employee
 - d. A partner

2 Put (✓) or (X):

- 1 E-commerce is the process by which goods and services are bought and sold online. ()
- 2 Social media messages are always the best way to deliver accurate and professional information. ()
- 3 To create a new meeting, you need to click on the "New Meeting" option. ()
- 4 Language processing tools help in drafting writing and emails. ()
- 5 If there is a flaw in an image because of too much light from the camera, photo editing can correct it. ()
- 6 GIMP is a closed-source program that no one can modify. ()
- 7 HTML programming language creates the page structure, and JavaScript adds interactivity and animation to it. ()
- 8 Responsibility is the ethical principle that relates to ensuring that society benefits from artificial intelligence. ()

Model Exam

2

1 Choose the correct answer:

- 1 Motion blur is an example of

a. LAN	b. merging
c. correcting flaws	d. special effects
- 2 What is the name of the tool used to add special effects to images in photo editing programs?

a. Colors	b. Filters
c. Attachments	d. Shapes
- 3 If artificial intelligence is collecting your personal information, the principle must be applied Library catalogue

a. Transparency	b. Inclusivity
c. Confidentiality (Privacy)	d. Accuracy

- 4 What is the necessary procedure that must be done before joining the conference to avoid technical problems?
 - a. Eat breakfast
 - b. Write a long letter.
 - c. Check your internet connection and ensure your camera and microphone are working
 - d. Update your operating system
- 5 What is the process of buying and selling goods and services online?
 - a. E-commerce
 - b. Digital investment
 - c. Traditional marketing
 - d. Cloud comparison
- 6 Mention one advantage of chat windows compared to email.
 - a. more formal
 - b. Instant response
 - c. Suitable for explaining long problems
 - d. Difficult to use
- 7 After the meeting, you can send a to the participants.
 - a. meeting code
 - b. follow-up email
 - c. new link
 - d. camera icon

2 Put (✓) or (X):

- 1 Smart search engines are among the most important artificial intelligence tools that help users on the internet. ()
- 2 Instant chat is the process that enables you to obtain a copy of the meeting after it has ended. ()
- 3 The best way to communicate if you need a detailed and professional explanation of a problem is via email. ()
- 4 Microsoft Word is the popular program used as an alternative of GIMP. ()
- 5 Image editing makes images look professional for presentations. ()

- # Model Exam

12

Model Exam**4****1 Choose the correct answer:**

- 1 What do smart search engines use to rank the results that suit you?
 - a. Store names
 - b. Product colors
 - c. Advertisement images
 - d. Your browsing preferences and past behavior
- 2 In your opinion, why should passwords be strong and unique?
 - a. To protect the account from hacking
 - b. To make it easy to remember
 - c. To keep it short
 - d. To make it easier to share with others
- 3 If you want to make your image look old or have motion blur, what can you use?
 - a. Text editing
 - b. Color organization
 - c. Special effects (Filters)
 - d. Background correction
- 4 If artificial intelligence collects your personal information, it must apply the principle of
 - a. Inclusiveness
 - b. Transparency
 - c. Accuracy
 - d. Privacy
- 5 A person who buys goods and services is called
 - a. Designer
 - b. Programmer
 - c. Consumer
 - d. none of them
- 6 Which programming language is used to create the basic structure of web pages?
 - a. JavaScript
 - b. Paint
 - c. HTML
 - d. None of them
- 7 Modern image editing programs use to help users.
 - a. Artificial Intelligence
 - b. manual tools only
 - c. Wi-Fi
 - d. IoT



2 Put (✓) or (X):

- 1 The principle of transparency requires that the tool's designer be prepared to explain how it works. ()
- 2 Online consumer reviews are a helpful tool for evaluating product quality before purchase. ()
- 3 The function of online comparison sites is to remove unwanted products. ()
- 4 The email sent after the conference is called a follow-up email. ()
- 5 JavaScript language is used to create static web pages only. ()
- 6 Inappropriate behavior during a video conference is unacceptable and should be avoided. ()
- 7 Two images can be merged into one through photo editing. ()
- 8 You have to pay money to use GIMP. ()

Model Exam

5

1 Choose the correct answer:

- 1 What is AI-powered chat programs on websites called?
 - a. Voice assistants
 - b. Navigation applications
 - c. Email
 - d. Chatbots
- 2 Which of the following is a flaw in an image and can be fixed by editing?
 - a. excessive camera light
 - b. Slow Internet
 - c. Video volume is low
 - d. Difficulty in typing
- 3 What is the best option to protect files from permanent loss?
 - a. Save the file to the Recycle Bin
 - b. Save it to your desktop.
 - c. Save it to a USB drive
 - d. Save it to cloud storage
- 4 What are the steps or recipes that artificial intelligence relies on to learn and solve problems called?
 - a. Hypotheses
 - b. Algorithms
 - c. Records
 - d. Statistical models



- ## 2 Put (✓) or (X):

- 16

Answers

MODEL (1)

1 1 d 2 b 3 c 4 d 5 b
6 a 7 d

2 1 ✓ 2 X 3 ✓ 4 ✓ 5 ✓
6 X 7 ✓ 8 X

MODEL (2)

1 1 d 2 b 3 c 4 c 5 a
6 b 7 b

2 1 ✓ 2 X 3 ✓ 4 X 5 ✓
6 ✓ 7 X 8 ✓

MODEL (3)

1 1 b 2 d 3 c 4 b 5 c
6 a 7 b

2 1 X 2 ✓ 3 X 4 ✓ 5 X
6 ✓ 7 X 8 ✓

MODEL (4)

1 1 d 2 a 3 c 4 d 5 c
6 c 7 a

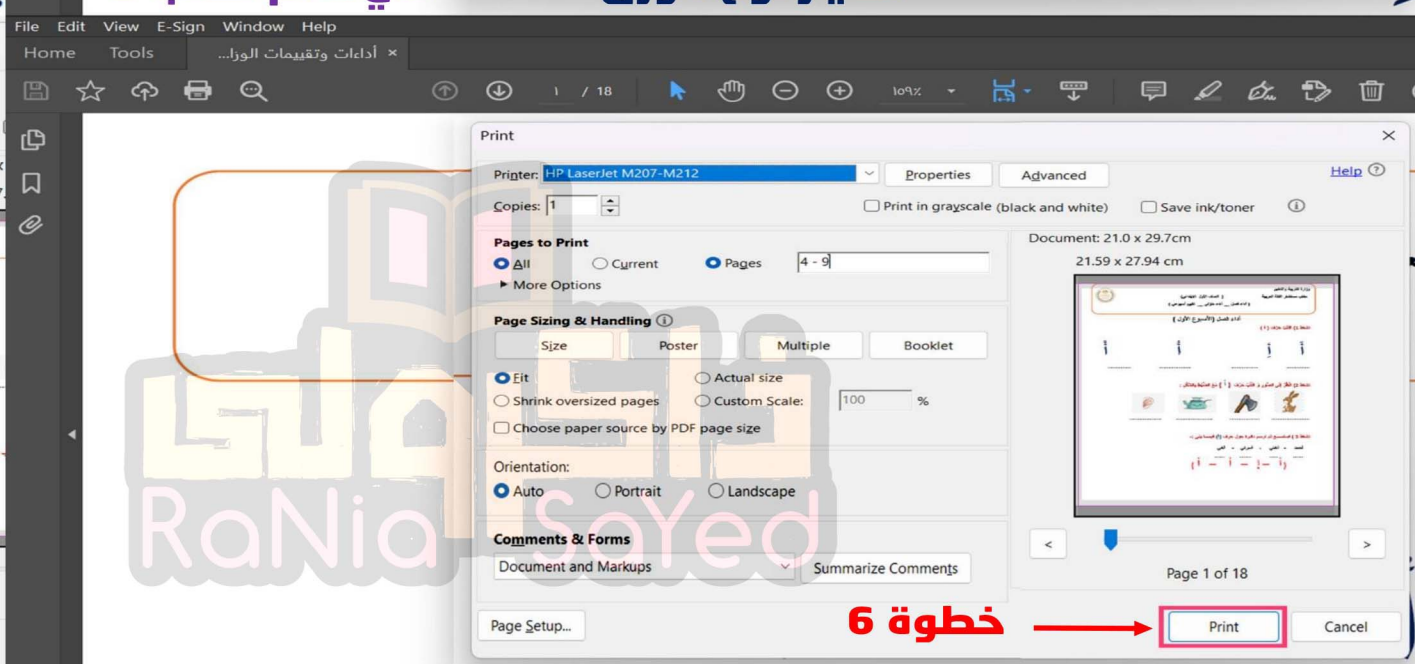
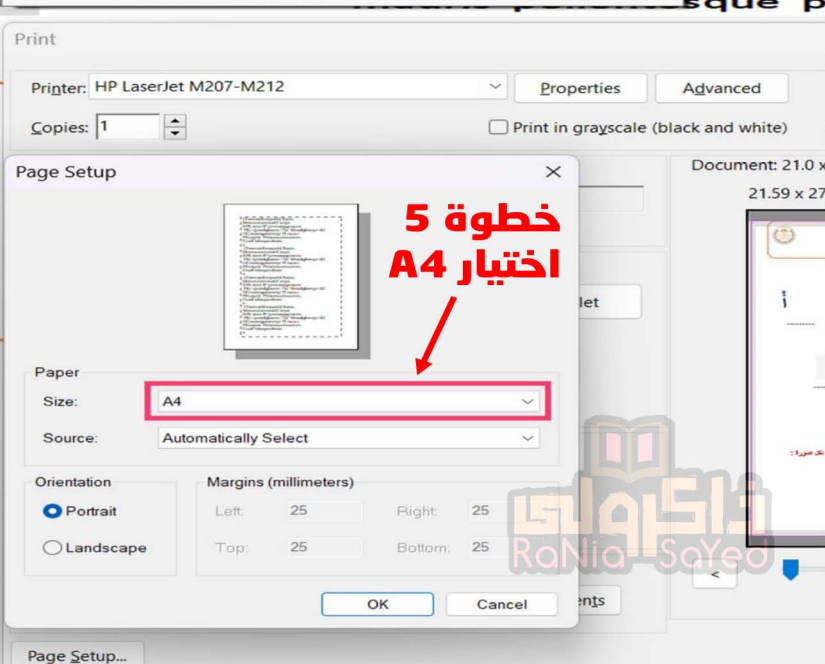
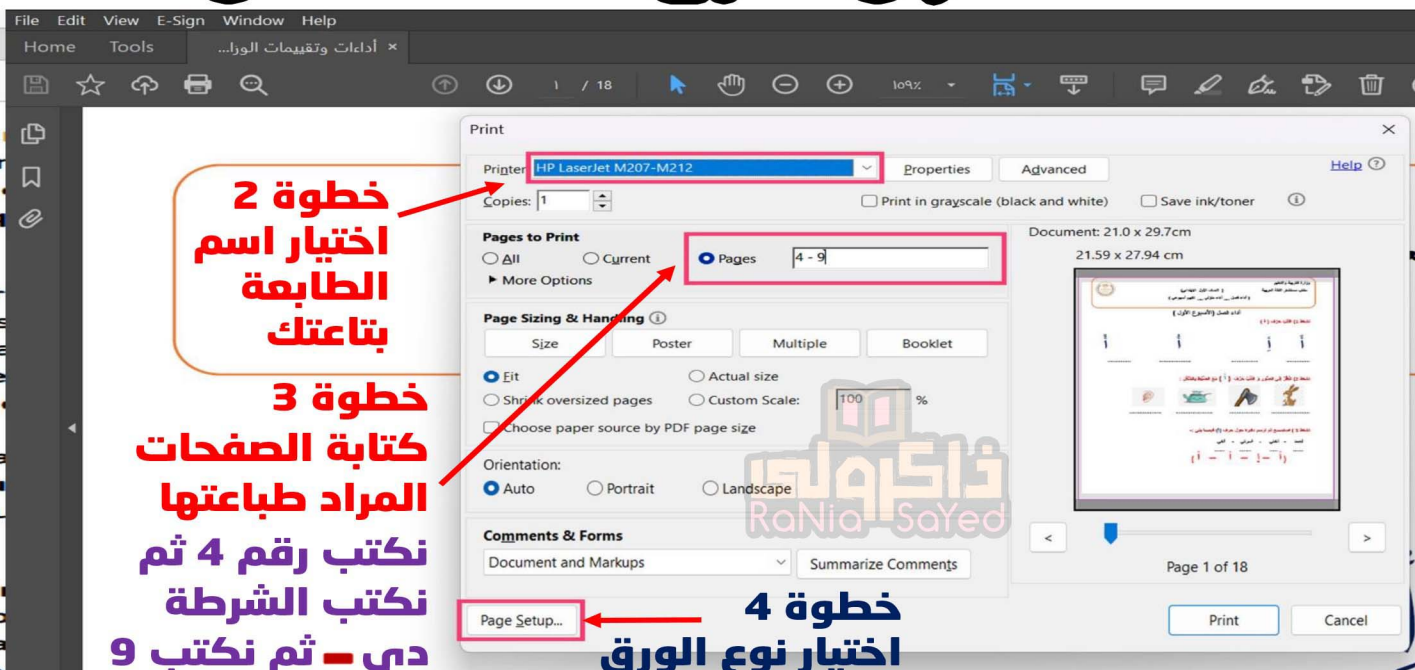
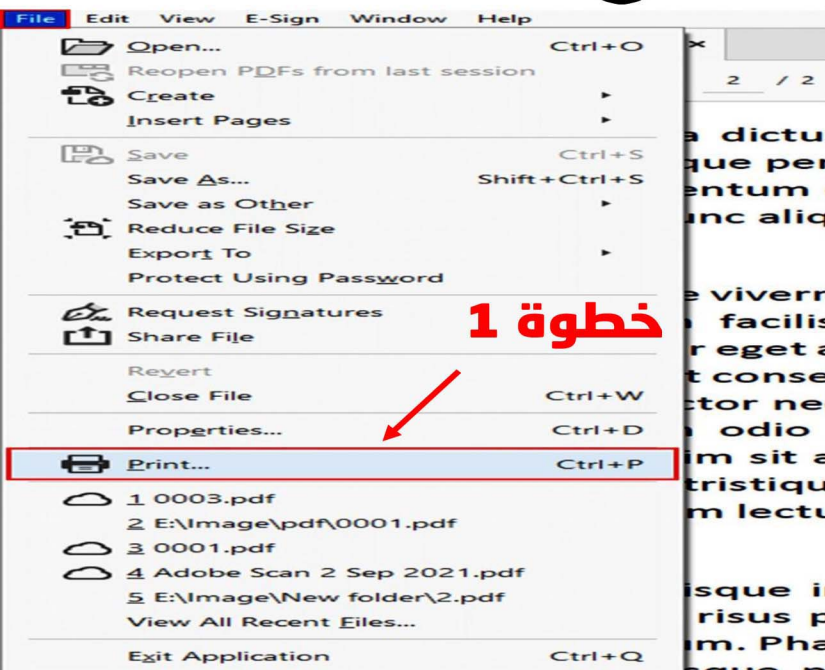
2 1 ✓ 2 ✓ 3 X 4 ✓ 5 X
6 ✓ 7 ✓ 8 X

MODEL (5)

1 1 d 2 a 3 d 4 b 5 c
6 c 7 b

2 1 ✓ 2 X 3 ✓ 4 X 5 ✓
6 X 7 ✓ 8 ✓

كيفية طباعة صفحات معينة من ملف معين مثلا ازاي نطبع الصفحات من صفحة 4 الى صفحة 9



حمل الآن

مجاناً وحصرياً

المراجعة رقم (2)

اختبار شهر مارس



Model (1)



ذاكر معنا

1 Mark (✓) for correct statements and (X) for incorrect statements:

- (1) You can book a doctor's appointment online without needing to ()
go to the clinic.
- (2) You can track the bus location on the map using GPS. ()
- (3) You should review companies' official websites before investing ()
in them.
- (4) The best way to communicate if you need a detailed and profes- ()
sional explanation of a problem is email.
- (5) Video calls are used for written communication directly. ()
- (6) Language processing tools help in drafting writings and emails. ()
- (7) Buying stocks and bonds is considered supporting companies. ()
- (8) The most important element to enable the recipient to quickly ()
identify the purpose of an email is the email subject «Subject».

2 Choose the correct answer from the options:

- (1) Computer programs that work with artificial intelligence and are de-
signed to answer questions online are:
(a) Chatbot windows (b) Educational websites
(c) Writing programs (d) Drawing programs
- (2) When using your request must be clear, otherwise you will
not get an immediate response.
(a) Digital fingerprints (b) Scanner
(c) Chatbot windows (d) Printed articles



- (3) One of the video conferencing programs is
(a) Excel (b) Teams (c) Windows (d) Word
- (4) Before a video conference, you should check that is working.
(a) the Internet (b) the scanner (c) printing (d) the charger
- (5) After the conference ends, we prefer to
(a) send a follow-up email (b) delete the account
(c) turn off the Internet (d) leave the device on
- (6) Which programming language is used to create the basic structure of web pages?
(a) Paint (b) HTML (c) Excel (d) JavaScript
- (7) If your device is not charging, what is the first thing you should check?
(a) Device volume (b) Internal battery
(c) Today's date (d) Charging cable or power socket

Model (2)



1 Mark (✓) for correct statements and (X) for incorrect statements:

- (1) When you forget your password, you should guess it until it works. ()
- (2) When the battery is damaged, the solution might be to replace it. ()
- (3) The role of artificial intelligence in image editing programs is organizing and customizing colors. ()
- (4) The GIMP program cannot be downloaded directly from the Internet. ()
- (5) You can merge two images to become one image through image editing. ()
- (6) Online stores provide limited options. ()



- (7) When you buy bonds from a specific company, you become a partner in that company. ()
- (8) Online comparison websites can compare several products in one place. ()

2 Choose the correct answer from the options:

- (1) provide personalized suggestions that match your taste.
- (a) Personal blogs (b) Smart search engines
- (c) Comparison websites (d) User reviews
- (2) The management of the company you prefer to invest in should be
- (a) unethical (b) not committed to the law
- (c) working with piracy (d) transparent and trustworthy
- (3) One of the search tools that can be used when buying a product is
- (a) Email (b) Video calls
- (c) Online comparison websites (d) Educational forums
- (4) send simple messages and emails.
- (a) Language processing tools (b) Email filters
- (c) Chat tools (d) Siri
- (5) Artificial intelligence decisions should be based on
- (a) opinions (b) personal viewpoints
- (c) facts and data (d) personal biases
- (6) Why should your questions be precise and clear when using a chatbot window?
- (a) To take longer time (b) To speed up the device
- (c) To reduce Internet usage (d) To get accurate answers
- (7) website is considered one of the educational service providers.
- (a) Facebook (b) Alexandria Library (c) Skype (d) YouTube

Model (3)

1 Mark (✓) for correct statements and (X) for incorrect statements:

- (1) JavaScript language is used to create only static web pages. ()
- (2) A file that cannot be deleted may contain symbols that prevent its deletion. ()
- (3) Saving files on cloud storage is considered a safe way to preserve them. ()
- (4) GIMP program is a paid-source program for image editing. ()
- (5) Correcting imperfections in an image does not include adjusting lighting. ()
- (6) Image editing means adjusting images to make them more attractive. ()
- (7) It is preferable to save files on the desktop as a backup copy. ()
- (8) If the message «File corrupted» appears, it means the keyboard is not working. ()

2 Choose the correct answer from the options:

- (1) Backup is used for:
 - (a) increasing memory
 - (b) increasing device speed
 - (c) changing design
 - (d) preserving files from damage
- (2) Improving images means correcting and restoring colors to their original state.
 - (a) the background
 - (b) lighting
 - (c) imperfections
 - (d) size

- (3) Mention a defect that may appear in an image, and can be corrected by editing (other than color):
- (a) imperfections or excess camera light
 - (b) slow internet
 - (c) low video sound
 - (d) difficulty typing
- (4) images means combining two images to become one image.
- (a) Compressing (b) Merging (c) Cropping (d) Adjusting
- (5) Which programming language is used to create the basic structure of web pages?
- (a) Paint (b) HTML (c) Excel (d) JavaScript
- (6) Online investment is used in:
- (a) stealing citizens (b) supporting companies
 - (c) destroying companies (d) misleading customers
- (7) One of the reasons for buying stocks and bonds is:
- (a) learning (b) knowledge
 - (c) achieving profits (d) increasing knowledge

Model (4)**1 Mark (✓) for correct statements and (X) for incorrect statements:**

- (1) Email filters use artificial intelligence to block free messages. ()
- (2) It is ethical to intentionally neglect the data of a certain group of people when using artificial intelligence tools. ()
- (3) It is preferable to read consumer reviews before buying any product. ()



- (4) Online stores provide multiple options. ()
- (5) Social media messages are always the most suitable way to provide accurate and professional information. ()
- (6) One of the features of chatbot windows is that they are characterized by accuracy. ()
- (7) One of the most famous video conferencing tools is Google Meet. ()
- (8) Video conferences allow people to communicate using only voice. ()

2 Choose the correct answer from the options:

- (1) Organizations use video conferences for:
(a) playing (b) entertainment (c) work (d) advertising
- (2) What is the process that enables you to get a copy of the meeting after it ends?
(a) Instant chat (b) Joining the meeting
(c) Screen sharing (d) Recording the conference
- (3) language adds life to the web page.
(a) CSS (b) Java (c) JavaScript (d) HTML
- (4) What is the best option to permanently protect files from loss?
(a) Saving files in the Recycle Bin (b) Saving on the desktop
(c) Saving on a USB drive (d) Saving on cloud storage
- (5) When the device does not charge, you should start by checking:
(a) the screen (b) the charging cable
(c) the keyboard (d) the mouse
- (6) One of the programs used for image editing is:
(a) Word (b) Excel (c) GIMP (d) PowerPoint

- (7) What is the other name given to special effects in image editing programs?
- (a) Filters (b) Colors (c) Attachments (d) Shapes

Model (3)**1 Mark (✓) for correct statements and (X) for incorrect statements:**

- (1) Merging images means removing parts of the image. ()
- (2) Artificial intelligence cannot help improve image colors. ()
- (3) Buying stocks makes us partners in the company. ()
- (4) Chatbots can always understand questions even if they are unclear. ()
- (5) E-commerce means buying and selling goods and services over the Internet. ()
- (6) Face recognition is one example of using artificial intelligence. ()
- (7) Email is an informal means of communication. ()
- (8) User reviews and opinions help us choose the best products. ()

2 Choose the correct answer from the options:

- (1) If a file cannot be deleted, the reason might be:
- (a) weak internet (b) special symbols
- (c) damaged battery (d) charging cable
- (2) You can join a meeting by entering the meeting link and clicking the « » button.
- (a) New (b) Copy (c) Join (d) Share
- (3) Artificial intelligence in learning relies on:
- (a) notifications (b) algorithms (c) opinions (d) guesses



- (4) One of the benefits of online investment is:
- (a) supporting companies (b) losing money
(c) learning programming (d) damaging products
- (5) If your problem requires a very quick response, it is preferable to use:
- (a) fax messages (b) email
(c) paper mail (d) chatbot window
- (6) Face recognition is used in:
- (a) unlocking the phone (b) playing games
(c) changing the background (d) writing texts
- (7) Buying and selling goods and services over the Internet is called:
- (a) e-commerce (b) real estate marketing
(c) cloud comparison (d) traditional investment

رحلة تعليمية متكاملة



Model (1)

**1 Mark (✓) for correct statements and (X) for incorrect statements:**

- (1) You can book a doctor's appointment online without needing to (✓) go to the clinic.
- (2) You can track the bus location on the map using GPS. (✓)
- (3) You should review companies' official websites before investing (✓) in them.
- (4) The best way to communicate if you need a detailed and profes- (✓) sional explanation of a problem is email.
- (5) Video calls are used for written communication directly. (X)
- (6) Language processing tools help in drafting writings and emails. (✓)
- (7) Buying stocks and bonds is considered supporting companies. (✓)
- (8) The most important element to enable the recipient to quickly (✓) identify the purpose of an email is the email subject «Subject».

2 Choose the correct answer from the options:

- (1) Computer programs that work with artificial intelligence and are designed to answer questions online are:
(a) Chatbot windows (b) Educational websites
(c) Writing programs (d) Drawing programs
- (2) When using your request must be clear, otherwise you will not get an immediate response.
(a) Digital fingerprints (b) Scanner
(c) Chatbot windows (d) Printed articles



- (3) One of the video conferencing programs is
(a) Excel (b) **Teams** (c) Windows (d) Word
- (4) Before a video conference, you should check that is working.
(a) **the Internet** (b) the scanner (c) printing (d) the charger
- (5) After the conference ends, we prefer to
(a) **send a follow-up email** (b) delete the account
(c) turn off the Internet (d) leave the device on
- (6) Which programming language is used to create the basic structure of web pages?
(a) Paint (b) **HTML** (c) Excel (d) JavaScript
- (7) If your device is not charging, what is the first thing you should check?
(a) Device volume (b) Internal battery
(c) Today's date (d) **Charging cable or power socket**

Model (2)



1 Mark (✓) for correct statements and (X) for incorrect statements:

- (1) When you forget your password, you should guess it until it works. (X)
- (2) When the battery is damaged, the solution might be to replace it. (✓)
- (3) The role of artificial intelligence in image editing programs is organizing and customizing colors. (✓)
- (4) The GIMP program cannot be downloaded directly from the Internet. (X)
- (5) You can merge two images to become one image through image editing. (✓)
- (6) Online stores provide limited options. (X)



- (7) When you buy bonds from a specific company, you become a partner in that company. (✓)
- (8) Online comparison websites can compare several products in one place. (✓)

2 Choose the correct answer from the options:

- (1) provide personalized suggestions that match your taste.
- (a) Personal blogs (b) **Smart search engines**
- (c) Comparison websites (d) User reviews
- (2) The management of the company you prefer to invest in should be
- (a) unethical (b) not committed to the law
- (c) working with piracy (d) **transparent and trustworthy**
- (3) One of the search tools that can be used when buying a product is
- (a) Email (b) Video calls
- (c) **Online comparison websites** (d) Educational forums
- (4) send simple messages and emails.
- (a) **Language processing tools** (b) Email filters
- (c) Chat tools (d) Siri
- (5) Artificial intelligence decisions should be based on
- (a) opinions (b) personal viewpoints
- (c) **facts and data** (d) personal biases
- (6) Why should your questions be precise and clear when using a chatbot window?
- (a) To take longer time (b) To speed up the device
- (c) **To reduce Internet usage** (d) To get accurate answers
- (7) website is considered one of the educational service providers.
- (a) Facebook (b) **Alexandria Library** (c) Skype (d) YouTube



Model (3) **1 Mark (✓) for correct statements and (X) for incorrect statements:**

- (1) JavaScript language is used to create only static web pages. (X)
- (2) A file that cannot be deleted may contain symbols that prevent its deletion. (✓)
- (3) Saving files on cloud storage is considered a safe way to preserve them. (✓)
- (4) GIMP program is a paid-source program for image editing. (X)
- (5) Correcting imperfections in an image does not include adjusting lighting. (X)
- (6) Image editing means adjusting images to make them more attractive. (✓)
- (7) It is preferable to save files on the desktop as a backup copy. (X)
- (8) If the message «File corrupted» appears, it means the keyboard is not working. (X)

2 Choose the correct answer from the options:

- (1) Backup is used for:
 - (a) increasing memory
 - (b) increasing device speed
 - (c) changing design
 - (d) preserving files from damage
- (2) Improving images means correcting and restoring colors to their original state.
 - (a) the background
 - (b) lighting
 - (c) imperfections
 - (d) size

- (3) Mention a defect that may appear in an image, and can be corrected by editing (other than color):
- (a) imperfections or excess camera light
 - (b) slow internet
 - (c) low video sound
 - (d) difficulty typing
- (4) images means combining two images to become one image.
- (a) Compressing
 - (b) Merging
 - (c) Cropping
 - (d) Adjusting
- (5) Which programming language is used to create the basic structure of web pages?
- (a) Paint
 - (b) HTML
 - (c) Excel
 - (d) JavaScript
- (6) Online investment is used in:
- (a) stealing citizens
 - (b) supporting companies
 - (c) destroying companies
 - (d) misleading customers
- (7) One of the reasons for buying stocks and bonds is:
- (a) learning
 - (b) knowledge
 - (c) achieving profits
 - (d) increasing knowledge

Model (4)



1 Mark (✓) for correct statements and (X) for incorrect statements:

- (1) Email filters use artificial intelligence to block free messages. (X)
- (2) It is ethical to intentionally neglect the data of a certain group of people when using artificial intelligence tools. (X)
- (3) It is preferable to read consumer reviews before buying any product. (✓)



- (4) Online stores provide multiple options. (✓)
- (5) Social media messages are always the most suitable way to provide accurate and professional information. (X)
- (6) One of the features of chatbot windows is that they are characterized by accuracy. (✓)
- (7) One of the most famous video conferencing tools is Google Meet. (✓)
- (8) Video conferences allow people to communicate using only voice. (X)

2 Choose the correct answer from the options:

- (1) Organizations use video conferences for:
- (a) playing (b) entertainment (c) work (d) advertising
- (2) What is the process that enables you to get a copy of the meeting after it ends?
- (a) Instant chat (b) Joining the meeting
- (c) Screen sharing (d) Recording the conference
- (3) language adds life to the web page.
- (a) CSS (b) Java (c) JavaScript (d) HTML
- (4) What is the best option to permanently protect files from loss?
- (a) Saving files in the Recycle Bin (b) Saving on the desktop
- (c) Saving on a USB drive (d) Saving on cloud storage
- (5) When the device does not charge, you should start by checking:
- (a) the screen (b) the charging cable
- (c) the keyboard (d) the mouse
- (6) One of the programs used for image editing is:
- (a) Word (b) Excel (c) GIMP (d) PowerPoint

- (7) What is the other name given to special effects in image editing programs?
- (a) **Filters** (b) Colors (c) Attachments (d) Shapes

Model (3)**1 Mark (✓) for correct statements and (X) for incorrect statements:**

- (1) Merging images means removing parts of the image. (X)
- (2) Artificial intelligence cannot help improve image colors. (X)
- (3) Buying stocks makes us partners in the company. (✓)
- (4) Chatbots can always understand questions even if they are unclear. (X)
- (5) E-commerce means buying and selling goods and services over the Internet. (✓)
- (6) Face recognition is one example of using artificial intelligence. (✓)
- (7) Email is an informal means of communication. (X)
- (8) User reviews and opinions help us choose the best products. (✓)

2 Choose the correct answer from the options:

- (1) If a file cannot be deleted, the reason might be:
- (a) weak internet (b) **special symbols**
- (c) damaged battery (d) charging cable
- (2) You can join a meeting by entering the meeting link and clicking the « » button.
- (a) New (b) Copy (c) **Join** (d) Share
- (3) Artificial intelligence in learning relies on:
- (a) notifications (b) **algorithms** (c) opinions (d) guesses



- (4) One of the benefits of online investment is:
- (a) supporting companies (b) losing money
(c) learning programming (d) damaging products
- (5) If your problem requires a very quick response, it is preferable to use:
- (a) fax messages (b) email
(c) paper mail (d) chatbot window
- (6) Face recognition is used in:
- (a) unlocking the phone (b) playing games
(c) changing the background (d) writing texts
- (7) Buying and selling goods and services over the Internet is called:
- (a) e-commerce (b) real estate marketing
(c) cloud comparison (d) traditional investment

رحلة تعليمية متكاملة



حمل الآن

مجانا وحصريا

المراجعة رقم (3)

اختبار شهر مارس



🌐 Unit 3: Digital Citizenship in an Online World

📖 Lesson 1: Artificial Intelligence and Ethics of Use ☐🔒☐

Imagine a machine that can think, solve problems, and make decisions just like you! That is **Artificial Intelligence**: Machines that think.

Q What is Artificial Intelligence (AI)?

- Technology that enables machines to use human traits, such as logic, to solve problems.
- It relies on **Algorithms** to learn.
- **Algorithms**: Detailed "recipes" or step-by-step instructions that the machine follows to learn and solve problems. 🤖⚙️☐

📱 AI Tools in Our Daily Lives:

- **Facial Recognition**: Used to verify your identity and unlock your device (like a smartphone). ☐🔒
- **Voice Assistants**: Digital robots that answer your questions and carry out commands via voice (e.g., Siri and Alexa). 🗣️☐☐
- **Email Filters**: Tools that prevent dangerous or unwanted messages from reaching your Inbox. ✉️🛡️☐
- **Language Processing Tools**: Help you draft writings or answers, and send emails (e.g., ChatGPT). ✍️☐✉️
- **Chatbots**: Windows on websites that reply to you automatically using "Chat Robots" (e.g., Customer Service). 💬🏠

Ethics of Using AI:

1. **Inclusivity:** Tools must include all users, not just a specific group (Everyone should benefit).  
2. **Unbiased:** Decisions must be based on facts and data, not personal opinions or viewpoints.  
3. **Privacy (Data Protection):** User data privacy and security must be respected (Personal info should not be leaked). A 
4. **Beneficence:** Tools should be used to help society and make it better, not for harmful gains or cheating.  
5. **Responsibility:** If an AI tool makes a mistake, the designer must admit the error and fix it.  

A) Write (T) for True or (F) for False:

1. AI is a technology that enables machines to use human logic to solve problems. ()
2. Algorithms are physical hardware devices used to unlock smartphones. ()
3. Email filters help in preventing dangerous messages from reaching the inbox. ()
4. ChatGPT is an example of language processing tools that help in drafting text. ()
5. Inclusivity means that AI tools should only serve a specific group of people. ()
6. Voice assistants like Siri carry out commands requested by the user via voice. ()
7. AI relies on detailed steps called algorithms to learn and solve problems. ()
8. AI ethical decisions should be based on the designer's personal opinions. ()

B) Choose the correct answer:

1. Detailed instructions followed by a machine to learn and solve problems are called: A) Filters B) Algorithms C) Robots D) Windows
2. technology is used to verify your identity and unlock your phone securely: A) Voice Assistant B) Email Filters
C) Facial Recognition D) Language Processing
3. Digital robots that answer your questions and carry out tasks via voice are:
A) Voice Assistants B) Chatbots C) Algorithms D) Email Filters
4. When websites reply automatically to customers using robots, they are using:
A) Email Filters B) Language Processing C) Facial Recognition D) Chatbots
5. Respecting user data privacy and security falls under the ethical principle of:
A) Inclusivity B) Beneficence C) Privacy D) Responsibility
6. Using AI tools to help society, make it better, and avoid cheating is called: A) Unbiased B) Beneficence C) Algorithms D) Programming
7. If an AI tool makes an error, the designer must admit and fix it according to: A) Responsibility B) Inclusivity C) Privacy D) Logic

A) Write (T) for True or (F) for False:

1. Algorithms are like "recipes" or organized steps that a machine follows to learn. ()
2. Chatbots are used on websites to provide instant customer service. ()
3. Being unbiased means that programming decisions must be based only on facts. ()
4. Facial recognition to unlock a phone is NOT considered a type of AI. ()
5. The principle of beneficence allows users to use AI for cheating purposes. ()
6. Alexa voice assistant is a practical example of using AI in daily life. ()
7. AI ethics require the designer to fix any error occurring in the smart system. ()
8. Language processing tools help users draft professional replies to emails. ()

B) Choose the correct answer:

1. Which of the following is a famous example of digital language processing tools? A) Siri B) Alexa C) ChatGPT D) SmartArt
2. Protecting your personal data from leakage or theft is an application of: A) Beneficence B) Privacy C) Inclusivity D) Bias
3. AI solves complex problems by mimicking human traits such as: A) Emotions B) Height C) Logic D) Appearance
4. The software tool that prevents "Spam" messages from reaching the inbox is: A) Email Filters B) Voice Assistant C) Chatbots D) Algorithm
5. When all members of society benefit from AI technologies, we achieve: A) Responsibility B) Privacy C) Inclusivity D) Unbiased
6. The "recipes" followed by a machine for programming and understanding data are: A) Algorithms B) Filters C) Windows D) Applications
7. Technology that enables machines to simulate human thinking and decision-making is: A) Email B) Artificial Intelligence C) Image Processing D) Spreadsheets

A) Write (T) for True or (F) for False:

1. Privacy means the necessity of protecting the security of user data. ()
2. An algorithm is a detailed description that helps the machine to learn. ()
3. Email filters are used to verify the user's facial biometrics. ()
4. Artificial Intelligence can simulate humans in solving complex problems. ()
5. The responsibility for AI errors lies with the designer of the tool. ()
6. Chatbots reply to users automatically on various websites. ()
7. AI tools should be biased towards personal viewpoints and opinions. ()
8. Siri is a digital robot that interacts through voice commands. ()

B) Choose the correct answer:

1. An ethical principle requiring decisions to be based on facts, not opinions:
A) Inclusivity B) Responsibility C) Beneficence D) Unbiased
2. We can unlock a smartphone using the feature of:
A) Email Filters B) Facial Recognition C) Language Processing D) Algorithms
3. Step-by-step recipes followed by a machine to learn are called:
A) Algorithms B) Windows C) Assistants D) Filters
4. Using AI to help the community and make it better is known as:
A) Privacy B) Beneficence C) Inclusivity D) Responsibility
5. An example of digital voice assistants is:
A) Inbox B) Excel C) Alexa D) SmartArt
6. Technology enabling machines to use human-like logic to solve problems:
A) Artificial Intelligence B) Digital Communication
C) Image Editing D) Databases
7. appear on websites to reply automatically to your inquiries:
A) Email Filters B) Facial Recognition C) Chatbots D) Algorithms

Lesson 2: Online Shopping and Investing.. How to Choose the Best?

Have you ever bought a toy or ordered a meal online? This is what we call "**E-commerce.**"

Q E-commerce:

- It is the process of buying and selling goods and services over the Internet.
- It is considered a vast world of endless options.

Online Stores:

With the increase in online stores and the variety of choices, it has become necessary to use technology and **Artificial Intelligence (AI)** to help us make the right purchasing decisions.

Note: The person who buys goods or services is called a "**Consumer.**"

Technological Research Tools for Consumers:

You can use technological research tools to help you decide which products are best for you:

A) Smart Search Engines: Q When searching for a specific product, like a "new school bag," search engines use AI to analyze your previous data and preferences to provide:

- Customized suggestions that suit your taste.
- Results ranked by relevance or fastest delivery.

B) Online Comparison Websites:   These sites help you when buying products like electronic devices to:

- Compare multiple products in one place.
- Show the quality, price, and different features of each product to choose the best.

C) Consumer Reviews and Ratings: ★ Before completing a purchase, it is important to know others' opinions:

- Reviews help measure the quality of the product and service before buying.
- Consumer reviews are the opinions of users, friends, or family online.

💰 Online Investing: How We Support Companies:

Online investing is a way to support companies over the internet by purchasing ownership stakes or lending them a sum of money.

📊 Stocks and Bonds:

- **Stocks:** When you buy stocks in a company, you become a partner with a small share of that company. (Also called **Securities**, giving you an ownership stake).
- **Bonds:** When you buy bonds, you are lending the company a sum of money.
- *Reasons for Buying Stocks and Bonds:*
 1. **Support:** To support companies you believe are doing something good for the world, such as eco-friendly companies.
 2. **Profit:** The profits or interest earned by the company return to the investors (stock and bondholders).

🌱 Ethical and Sustainable Investing:

It is important to choose companies that follow ethical rules for investment, such as:

- Caring for the environment.
- Having transparent and reliable management.
- Producing high-quality products.

Note: We must review the official websites of companies and evaluate reliable information sources.

A) Write (T) for True or (F) for False:

1. E-commerce is the process of buying and selling goods and services online. ()
2. Consumer reviews are opinions from users that help measure product quality. ()
3. Buying bonds means you become a partial owner of the company. ()
4. Smart search engines use AI to provide suggestions based on your preferences. ()
5. Comparison websites allow you to compare quality and price in one place. ()
6. The person who buys goods or services is called a producer. ()
7. Ethical investing involves supporting companies that care for the environment. ()
8. Stocks are also known as securities and give you an ownership stake. ()

B) Choose the correct answer:

1. When you buy, you are lending the company a sum of money:
A) Stocks B) Bonds C) Reviews D) Services
2. Tools that analyze your data to give you customized suggestions are:
A) Comparison sites B) Bonds C) Smart search engines D) Stocks
3. Online investing is a way to companies through the internet:
A) Support B) Ignore C) Delete D) Block
4. To choose the best electronic device, you should use:
A) Only social media B) Comparison websites
C) Random choices D) Old newspapers
5. Stocks provide the buyer with a in the company:
A) Loan B) Debt C) Gift D) Ownership stake
6. Sustainable investing means choosing companies that are:
A) Eco-friendly B) Very expensive C) Unknown D) Unreliable
7. Before buying, it is important to check consumer:
A) Passwords B) Bonds C) Reviews D) Stocks

A) Write (T) for True or (F) for False:

1. Comparison websites help you find the best price and features for a product. ()
2. Buying stocks is a way to lend money to a company and get it back later. ()
3. Smart search engines rank results based on what is most relevant to you. ()
4. Ethical companies are characterized by transparency and high quality. ()
5. Consumer reviews can be found from friends or family members online. ()
6. E-commerce has limited choices compared to traditional stores. ()
7. Investors earn profits when the companies they support succeed. ()
8. Artificial Intelligence helps consumers make better purchasing decisions. ()

B) Choose the correct answer:

1. The term refers to purchasing an ownership share in a company:
A) Bond B) Stock C) Review D) Sale
2. To verify if a company is reliable, you should check its:
A) Official website B) Color C) Name only D) Logo size
3. Consumer reviews are important because they measure:
A) Internet speed B) Product quality C) Screen size D) Phone battery
4. Buying is a form of lending money to a business:
A) Shares B) Bonds C) Goods D) Services
5. Smart search engines use to analyze your previous preferences:
A) Old books B) Artificial Intelligence C) Paper maps D) Manual typing
6. A is a person who purchases goods or services:
A) Consumer B) Seller C) Designer D) Programmer
7. We should support companies that provide:
A) Harmful products B) Something good for the world
C) No information D) Hidden management

A) Write (T) for True or (F) for False:

1. Bonds and stocks are both considered types of online investment. ()
2. Search engines provide the same results to everyone regardless of taste. ()
3. A consumer should ignore reviews if the price of the product is low. ()
4. Ownership stakes in a company are called stocks or securities. ()
5. Online shopping is part of what is known as e-commerce. ()
6. Companies with transparent management are better for ethical investing. ()
7. AI analyzes data to suggest products that suit the consumer's taste. ()
8. Lending money to a company is the main idea behind buying stocks. ()

B) Choose the correct answer:

1. A way to compare several products in one place for price and quality is: A) Smart search B) Bonds C) Comparison websites D) Stocks
2. When a company makes a profit, it returns to the:
A) Only the bank B) Competitors C) Investors D) Strangers
3. Eco-friendly companies are examples of investing:
A) Risky B) Sustainable C) Bad D) Random
4. What is another name for "Stocks"?
A) Loans B) Securities C) Debts D) Reviews
5. E-commerce is the process of goods and services via the internet: A) Deleting B) Printing C) Buying and selling D) Hiding
6. To get the fastest delivery, you can check the ranked results in:
A) Smart search engines B) Offline maps C) Notebooks D) TV ads
7. Buying stocks makes you a in the company:
A) Lender B) Partner C) Competitor D) Guest

Lesson 3: Digital Communication

➡ Educational Service Providers (ESP):

- These organizations provide various educational services to students and teachers.
- They offer books or online training materials.
- **Example:** Bibliotheca Alexandrina (Library of Alexandria).  

□ Who Provides Support Services?

- Whenever you need help, face a technical problem, or need an answer to a study question, you will always find people and organizations offering help and support.

✂ □ Customer Support Services:

- These are services provided by companies to help you solve problems or answer your inquiries.
- To access support services, you can use:

* **Email.** 

* **Chatbots.** □

➡ Methods of Digital Communication:

First: Email Communication

- Email is considered a **formal and professional** means of communication.
- Email is the **best choice** for communication in the following cases:
 1. If your problem requires a **long explanation**.
 2. If you want a **formal document**.

• **Tips for writing a good email:**

- **Clear Subject Line:** Write a clear and concise title so the recipient knows the purpose of the message.
 - *Example:* (Inquiry about the Artificial Intelligence lesson content).

- **Respectful Language:** Start the message with a formal and professional greeting.
 - *Example:* (Greetings, / Dear Sir or Madam,).
- **State the Purpose:** Clearly mention why you are contacting them and what information you need.

Second: Chatbots □💬

- These are programs powered by **Artificial Intelligence (AI)**, designed to answer questions directly online.
- *Example:* You might enter a website and see a small window asking: "Hello, how can I help you today?".

★ Features of Chatbots:

- **Speed:** They provide fast answers. Often, service providers can reply within 24 hours if human contact is needed.
- **Accuracy:** Since they are robots and not real people, it is essential to express your request **accurately and clearly**. If your questions are not clear, you will not get accurate answers.

Third: Other Communication Methods ☎🏢

In addition to email and chat, you can communicate with service providers through:

1. **Telephone Windows:** Talking directly to a support employee.
2. **Visiting Support Offices:** Going to the organization's headquarters to submit your request.

A) Write (T) for True or (F) for False:

1. Educational Service Providers (ESP) offer materials only to teachers. ()
2. Email is considered a formal and professional way to communicate. ()
3. Chatbots are programs powered by Artificial Intelligence (AI). ()
4. It is better to use email if your problem needs a very long explanation. ()
5. Chatbots can provide instant answers to your questions online. ()
6. The Bibliotheca Alexandrina is an example of an Educational Service Provider. ()
7. You should use informal language when writing a professional email. ()
8. Telephone windows allow you to talk directly to a support employee. ()

B) Choose the correct answer:

1. Which of the following is the best choice if you need a formal document? A) Chatbots B) Email C) Telephone D) Personal visit
2. are AI programs designed to answer questions directly on websites:
A) Subject lines B) Books C) Chatbots D) Training materials
3. When writing an email, the should be clear so the recipient knows the goal: A) Subject B) Greeting C) Logo D) Font size
4. Educational Service Providers (ESP) like the Library of Alexandria provide:
A) Meals B) Educational services C) Games only D) Clothes
5. If your questions to a chatbot are not, you won't get accurate answers: A) Long B) Clear C) Hidden D) Difficult
6. A professional email should always start with a:
A) Joke B) Formal greeting C) Complaint D) Random word
7. Customer support services help users to:
A) Solve problems B) Buy toys C) Play games D) Delete emails

A) Write (T) for True or (F) for False:

1. Chatbots are real people who wait for you to type questions. ()
2. Email is a good choice when you want to keep a formal record of contact. ()
3. You can visit the headquarters of a company to get support. ()
4. An email subject line should be long and full of many details. ()
5. ESP stands for Educational Service Providers. ()
6. Chatbots are usually slow and take days to give a simple answer. ()
7. Clear communication is necessary when dealing with digital robots. ()
8. Companies use support services to answer customer inquiries. ()

B) Choose the correct answer:

1. An example of an Educational Service Provider (ESP) is: A) A toy store B) Bibliotheca Alexandrina C) A restaurant D) A car factory
2. To get a quick answer for a simple question, it is best to use: A) A formal letter B) Chatbots C) A personal visit D) Postal mail
3. "Inquiry about AI lesson" is a good example of an email: A) Greeting B) Subject C) Signature D) Closing
4. Communication via is the most professional method for organizations: A) Chatbots B) Telephone C) Email D) Social media
5. To get accurate answers from a chatbot, you must express your request: A) Vaguely B) Accurately C) Silently D) In a complicated way
6. If a chatbot cannot solve a problem, a human may respond within: A) One month B) 24 hours C) One year D) One minute
7. You can contact customer support through: A) Email and Chatbots B) Watching TV C) Playing music D) Reading a story

A) Write (T) for True or (F) for False:

1. The Library of Alexandria provides online training materials. ()
2. Email is NOT the best choice for explaining complex problems. ()
3. You should state the purpose of your email clearly in the message. ()
4. Chatbots can help you 24/7 with immediate automated responses. ()
5. Support services can only be accessed by visiting offices in person. ()
6. Using respectful language is a tip for writing a good email. ()
7. Digital communication includes telephone calls to support employees. ()
8. ESP organizations provide services only to students, not teachers. ()

B) Choose the correct answer:

1. What should you write at the beginning of a professional email?
A) Formal greeting B) Subject line C) The problem D) Your address
2. Which service uses AI to help you solve technical problems on a website?
A) Printed books B) Chatbots C) Telephone windows D) Office visits
3. Organizations that provide training materials and online books are called: A) ESP B) GPS C) CPU D) RAM
4. If you need to attach a formal file or document, use:
A) Chatbots B) Email C) Telephone D) Verbal talk
5. Chatbots are characterized by their in answering common questions: A) Slowness B) Speed C) Difficulty D) High cost
6. When writing an email, "Greetings," is considered a:
A) Subject B) Formal Greeting C) Closing D) Document
7. Speaking directly with a support employee is done through:
A) Telephone windows B) Email C) Chatbots D) Books

Lesson 4: Video Conferencing

Imagine talking to your friend or teacher, seeing and hearing them, even though each of you is in a different place. This is **Video Conferencing**.

1. What is Video Conferencing?

- **Definition:** Tools that allow people in different locations to communicate via audio and video in real-time.
- It feels like "face-to-face" interaction but over the internet.
- It is conducted via **Cloud Computing**.
- Many organizations use it for various purposes, such as:

* **Work.** 

* **Education.** 

Most Famous Video Conferencing Tools:

1. Microsoft Teams. 2. Google Meet. 3. Zoom.

Steps to Use Video Conferencing (Example: Google Meet):

A) Create a New Meeting:

1. Click on the **"New Meeting"** option.
2. Choose the option that suits you:
 - "Start an instant meeting."
 - "Create a meeting for later."
3. After creating the meeting, **copy the meeting link**.
4. **Share the link** with the people you want to join.

B) Join a Meeting: There are two ways to join:

1. **First:** Click directly on the link sent to you.
2. **Second:** Copy the meeting code or link, paste it into the designated box, and click the **"Join"** button.

🔊📺 Important Rules Before, During, and After a Video Conference:

📌 *Before the Meeting:*

- **Check the Technology:** Ensure your internet connection, camera, and microphone are working well to avoid technical issues that might disrupt the meeting.

📌 *During the Meeting:*

- **Manage Audio and Video:** Once you join, you can click on:
 - **Microphone Icon:** To turn it on or off (Mute/Unmute).
 - **Camera Icon:** To turn the video on or off.
- **Quiet and Respect:**
 - Make sure your behavior is appropriate for the meeting.
 - Monitor your notes on the screen.
 - Do not use the camera or microphone unless necessary.

📌 *After the Meeting:*

- **Follow-up and Recording:**
 - You can send a follow-up email.
 - You can obtain a recording of the meeting (if the settings allow).

A) Write (T) for True or (F) for False:

1. Video conferencing allows people to communicate in real-time using audio and video. ()
2. Microsoft Teams and Zoom are examples of video conferencing tools. ()
3. You should check your internet and camera after the meeting is finished. ()
4. Creating an instant meeting is one of the options in Google Meet. ()
5. You can turn off your camera during a meeting by clicking the camera icon. ()
6. Video conferencing is conducted through cloud computing technology. ()
7. It is respectful to keep your microphone on throughout the entire meeting. ()
8. You can join a meeting by clicking on a shared link. ()

B) Choose the correct answer:

1. To start a meeting immediately in Google Meet, you choose:
A) Create for later B) Start an instant meeting C) Delete meeting D) Copy link
2. is a popular tool used for video conferencing:
A) Excel B) Google Meet C) PowerPoint D) Word
3. Before a video conference, you must ensure that your is working:
A) Printer B) Microphone C) Scanner D) Digital camera (DSLR)
4. To let others join your meeting, you must the meeting link with them: A) Hide B) Delete C) Share D) Block
5. After the meeting, you might obtain a of the session if allowed:
A) Microphone B) Recording C) New camera D) Link
6. Video conferencing feels like interaction but over the internet:
A) Face-to-face B) One-way C) Delayed D) Silent
7. During the meeting, you should monitor your on the screen:
A) Games B) Notes C) Photos D) Movies

A) Write (T) for True or (F) for False:

1. Cloud computing is the technology used to host video conferences. ()
2. Google Meet only allows you to create meetings for a later time. ()
3. You can join a meeting by pasting the meeting code into the designated box. ()
4. Using the microphone and camera only when necessary is a good rule. ()
5. A follow-up email can be sent after the video conference is over. ()
6. Technical issues can be avoided by testing your tools before the call. ()
7. Video conferencing is used only for study and not for work. ()
8. You can turn your microphone off to stay quiet during a presentation. ()

B) Choose the correct answer:

1. Which icon allows you to stop your video during a conference?
A) Microphone icon B) Camera icon C) Link icon D) Share icon
2. To join a meeting using a code, you should click the button after pasting it: A) New Meeting B) Join C) Cancel D) Mute
3. An example of a "Face-to-Face" communication tool over the internet is: A) E-mail B) Video Conferencing C) SMS D) Hard Drive
4. If you want to invite a friend to your meeting, you should..... the link: A) Copy B) Ignore C) Break D) Format
5. Managing audio and video is an important stepthe conference: A) Before B) During C) Years after D) Instead of
6. is NOT a video conferencing tool:
A) Zoom B) Microsoft Teams C) Excel D) Google Meet
7. You should make sure your is appropriate during the meeting:
A) Behavior B) Background music C) Toys D) Drawing

A) Write (T) for True or (F) for False:

1. You can communicate with people in different locations using Google Meet. ()
2. Copying the meeting link is the first step to sharing it with others. ()
3. Video conferencing does not require an internet connection. ()
4. It is possible to record a video meeting for later viewing. ()
5. You must click "New Meeting" to join an existing session. ()
6. Respecting others by staying quiet is a rule during the meeting. ()
7. Zoom is a tool primarily used for sending formal emails. ()
8. Checking your microphone before the call helps avoid disruption. ()

B) Choose the correct answer:

1. Video conferencing is used by organizations for:
A) Work and Study B) Cooking C) Sleeping D) Swimming
2. What is the first thing you should do if you receive a meeting link?
A) Delete it B) Click it to join C) Ignore it D) Format the phone
3. To speak during a video call, you must make sure the is on:
A) Printer B) Microphone C) Speaker D) Camera
4. A follow-up email is usually sent the video conference:
A) Before B) During C) After D) Never
5. Google Meet allows you to create a meeting for:
A) Later time B) Only one minute C) Past events D) Offline use
6. Which technology allows video conferencing to happen over the internet? A) Solar power B) Cloud computing C) Battery D) Paper
7. When you want to stop others from seeing you, you turn off the:
A) Audio B) Camera C) Internet D) Screen

Lesson 5: Programming Languages and Solving Digital Problems

Did you know that computers have their own languages? These are called **Programming Languages**.

1. Programming Languages:

- They are a set of rules and symbols used to give clear instructions to computer programs.
- **HTML (HyperText Markup Language):**
 - Used to build the structure of web pages.
 - It can be compared to **bones** because it builds the body of the page.
- **JavaScript:**
 - Used to create **interactive and dynamic** (moving) web pages, such as:
 1. Buttons that move.
 2. Pop-up windows.
 - It adds **life** to the page. ✨

2. Common Digital Problems and Solutions:

In the world of technology, you may face some problems. Here are the most famous ways to solve them:

Problem 1: Corrupted File Suggested Solutions:

1. Make sure the file represents what you expect.
2. Try opening it with a different program.
3. If you are sure it is corrupted, delete it to avoid problems.

Problem 2: Device Not Charging Suggested Solutions:

1. Ensure the charging cable is working properly.
2. Check the power outlet or the surge protector.
3. You might need to replace the battery if it is the cause.

Problem 3: Forgot Password ? Suggested Solutions:

1. Click on the **"Forgot Password"** link.
2. Follow the steps to create a new, strong password to protect your account from hacking.

Problem 4: File Storage Methods Suggested Solutions:

1. It is always preferred to take a **backup**.
2. You can save the file on an external disk or a cloud storage service like **Google Drive** or **OneDrive**.

Problem 5: File Cannot Be Deleted Suggested Solutions:

1. Check if the file contains **"Special Symbols"** that prevent it from being deleted.

A) Write (T) for True or (F) for False:

1. Programming languages are sets of rules used to give instructions to computers. ()
2. HTML is used to create interactive and moving elements like buttons. ()
3. If a file is corrupted, it is better to delete it to avoid further problems. ()
4. JavaScript is compared to the "bones" because it builds the structure of a page. ()
5. You should try a different program if a file does not open. ()
6. Google Drive is an example of a cloud storage service. ()
7. A faulty charging cable can prevent a device from charging. ()
8. "Special symbols" in a file name might prevent it from being deleted. ()

B) Choose the correct answer:

1. The language used to build the basic structure of a web page is:
A) JavaScript B) HTML C) Python D) C++
2. If you forget your password, you should click on:
A) Delete account B) Forgot password link C) Shut down D) Save file
3. adds "life" and movement to web pages:
A) HTML B) JavaScript C) Charging cable D) Surge protector
4. To protect your files from being lost, you should always take a:
A) Backup B) Photo C) Screenshot D) Break
5. If your device is not charging, you should check the:
A) Keyboard B) Screen brightness C) Power outlet D) Mouse
6. HTML is often compared to because it forms the body of the web page: A) Water B) Bones C) Electricity D) Clothes
7. Cloud storage services include:
A) External disks B) OneDrive C) Charging cables D) Batteries

A) Write (T) for True or (F) for False:

1. JavaScript makes web pages dynamic and interactive. ()
2. You can save your files on an external disk as a backup. ()
3. HTML is the language used for adding moving windows to a website. ()
4. Creating a strong new password helps protect your account from hacking. ()
5. Corrupted files should be kept on the computer forever. ()
6. A surge protector is one of the things to check if a device won't charge. ()
7. Programming languages are only used by computers to play music. ()
8. OneDrive is a service used for cloud storage. ()

B) Choose the correct answer:

1. Which language is responsible for interactive buttons and pop-up windows? A) HTML B) JavaScript C) CSS D) PHP
2. A file is a file that cannot be opened or is damaged:
A) Strong B) Corrupted C) New D) Cloud
3. When a file refuses to be deleted, check if it contains:
A) Special symbols B) Colors C) Music D) Pictures
4. To save files online, you can use:
A) External disks B) Google Drive C) Charging cables D) Printers
5. The first step to fix a charging problem is to check the:
A) Password B) Charging cable C) File name D) HTML code
6. Programming languages consist of rules and to give instructions: A) Games B) Symbols C) Toys D) Movies
7. HTML is used to build the of web pages:
A) Speed B) Structure C) Battery D) Sound

A) Write (T) for True or (F) for False:

1. HTML stands for HyperText Markup Language. ()
2. You might need to replace the battery if your device refuses to charge. ()
3. Special symbols in a file name never cause problems during deletion. ()
4. External disks are used to store backup copies of important files. ()
5. JavaScript is used to build the static "body" of a web page. ()
6. Following steps to create a strong password is part of solving a forgotten password problem. ()
7. Programming languages are groups of rules for computer programs. ()
8. You should never try to open a file with a different program if it fails once. ()

B) Choose the correct answer:

1. What should you do with a confirmed corrupted file?
A) Rename it B) Delete it C) Copy it D) Share it
2. is the language used to build the "skeleton" of a website:
A) JavaScript B) HTML C) Python D) Java
3. Which of these is a cloud storage service?
A) External Hard Drive B) Google Drive C) Flash Drive D) DVD
4. If your cable is fine but the device won't charge, the problem might be the: A) HTML B) Battery C) JavaScript D) File name
5. JavaScript is used to create pages:
A) Static B) Paper C) Interactive D) Silent
6. To keep your account safe after forgetting a password, the new password must be: A) Short B) Easy C) Strong D) The same
7. Computers understand instructions through:
A) Programming languages B) Human whispering
C) Touching the screen D) Solar power

Lesson 6: Image Editing

Image editing is a wonderful skill that allows you to modify and improve photos using various digital tools, whether to remove something unwanted or to add aesthetic effects.

1. What is Image Editing?

- **Definition:** Changing and modifying images to make them look more attractive and beautiful.
- **Goal:** The goal might be to correct an error in the photo (like strong lighting or unnatural colors) or to make it look professional for presentations.

2. Common Image Editing Software:

There are many programs that enable you to edit photos, the most famous are:

- **GIMP:** A **free and open-source** program that provides powerful tools for image editing.
- **Adobe Photoshop:** One of the most famous professional programs (requires a subscription).

3. Features of GIMP: ★

- **Open Source:** It is an effective program that can be used for free, and its tools can be modified.
- **AI Integration:** GIMP uses **Artificial Intelligence** to adjust, organize, and customize image colors so that only the colors you need appear.
- **Accessibility:** It can be downloaded directly from the internet.

4. What Can We Do in Image Editing? ✂️

1. **Correcting Blemishes:** You can restore colors to their original state or remove excess camera light (glare).
2. **Changing Colors:** You can change the background color of a photo or a video to make it smoother.
3. **Merging Images:** Combining two different images to become one. This is very useful when creating presentations.
4. **Special Effects (Filters):** Filters are used to make a photo look old or to add **Motion Blur**.

Note: **Motion Blur** is a visual effect that appears on moving objects in a photo or video, making them look blurred or streaked in the direction of movement. 🏃➡️

A) Write (T) for True or (F) for False:

1. Image editing allows you to remove unwanted things from your photos. ()
2. Adobe Photoshop is a free and open-source program. ()
3. You can use image editing to fix a photo with unnatural colors. ()
4. GIMP uses Artificial Intelligence to adjust and customize image colors. ()
5. Merging images means combining two different photos into one. ()
6. Motion blur makes moving objects in a photo look very sharp and clear. ()
7. Filters can be used to make a modern photo look old. ()
8. Image editing is only used to add mistakes to professional photos. ()

B) Choose the correct answer:

1. A powerful, free, and open-source image editing program is:
A) Adobe Photoshop B) GIMP C) Microsoft Teams D) Excel
2. is an effect that makes moving objects look streaked or blurred:
A) Merging B) Motion Blur C) Cropping D) Charging
3. To combine two different images for a presentation, you use:
A) Deleting B) Merging C) Filtering D) Charging
4. GIMP can be downloaded directly from the:
A) Post office B) Internet C) Television D) Radio
5. One of the professional programs that requires a paid subscription is:
A) GIMP B) Adobe Photoshop C) Google Meet D) HTML
6. You can correct like excess camera light using editing tools:
A) Batteries B) Blemishes C) Passwords D) Cables
7. Editing images makes them look more:
A) Attractive B) Corrupted C) Broken D) Unclear

A) Write (T) for True or (F) for False:

1. Open-source software means you can use it for free and modify its tools. ()
2. You cannot change the background color of a video using editing tools. ()
3. Image editing helps make photos look professional for presentations. ()
4. GIMP stands for "General Image Manipulation Program". ()
5. Special effects like filters can add a blurry look to moving objects. ()
6. Adobe Photoshop is the best choice for users looking for free software. ()
7. AI in GIMP helps in organizing and customizing colors effectively. ()
8. Correcting blemishes means making the colors in a photo look original. ()

B) Choose the correct answer:

1. Which of these is a visual effect used to show movement?
A) Static filter B) Motion Blur C) Color reset D) Deletion
2. If a photo has very strong lighting, you can fix it using:
A) Image editing B) A new battery C) A printer D) A keyboard
3. Software that is "Open Source" is usually:
A) Very expensive B) Free to use C) Impossible to find D) Hardware
4. To make a photo look old-fashioned, we apply:
A) Motion Blur B) Filters C) Merging D) Charging
5. is a famous professional image editing software:
A) GIMP B) Adobe Photoshop C) Zoom D) OneDrive
6. Merging images is especially useful when creating:
A) Passwords B) Presentations C) Charging cables D) Batteries
7. GIMP uses to help customize colors in a photo:
A) Solar power B) Artificial Intelligence
C) Manual drawing D) Sound waves

A) Write (T) for True or (F) for False:

1. You can use GIMP to remove excess light from a photo. ()
2. Adobe Photoshop and GIMP are both used for the same general purpose. ()
3. Motion blur is used to make objects look like they are standing still. ()
4. Changing the background color can make a video transition smoother. ()
5. Anyone can download GIMP for free from the internet. ()
6. Image editing is only for experts and cannot be learned by students. ()
7. Merging photos means you are deleting one of them forever. ()
8. AI helps image editors to work faster and more accurately with colors. ()

B) Choose the correct answer:

1. What does "Open Source" mean for a program like GIMP?
A) It is locked B) It is free and modifiable
C) It is broken D) It is only for mobile
2. Which tool would you use to add an "artistic" or "old" touch to a photo?
A) Merging B) Filters C) Deleting D) Charging
3. When an object in a video looks streaked in the direction of its path, this is:
A) High resolution B) Motion Blur C) Color correction D) Brightness
4. To make a photo more attractive for a school project, you should use:
A) Image editing B) A scanner C) A power outlet D) A charging cable
5. A common task in image editing is two images together:
A) Breaking B) Merging C) Hiding D) Forgetting
6. Photoshop is different from GIMP because Photoshop usually:
A) Is free B) Requires a subscription
C) Is open source D) Cannot edit photos
7. You can fix "unnatural colors" in a photo by:
A) Deleting the file B) Image editing C) Changing the battery D) Buying a new PC

حمل الآن

مجاناً وحصرياً

المراجعة رقم (4)

اختبار شهر مارس



Exercises

Put (✓) or (X)

- 1- Artificial intelligence is the technology that enables machines to use human traits to solve problems.
- 2- The principle of transparency requires the tool's designer to be ready to explain how it works.
- 3- Language processing tools help in drafting writing and emails.
- 4- It is ethical when designing AI tools to ignore the data of a specific group of people during training.
- 5- The AI tool that suggests people for you to connect with on social media is the social media platforms themselves providing suggestions.
- 6- Facial recognition is used to verify your identity to unlock your phone.
- 7- Voice assistants are digital robots that answer your questions or execute your requests via voice commands.
- 8- Alexa is an example of digital robots that answer your questions or execute your requests via voice commands.
- 9- AI tools should include all users, not just a specific group; everyone must benefit.
- 10- Artificial intelligence relies on algorithms to solve problems and make decisions.
- 11- It is preferable for AI data to be biased toward its designers only.
- 12- Personal information should leak during the design of AI tools and be available to everyone.
- 13- AI tools must rely on the personal opinions or viewpoints of their designers.
- 14- Ethical rules must be followed when designing artificial intelligence tools.
- 15- Email spam filter prevents dangerous messages and malicious mails from reaching your inbox by using AI tools.
- 16- E-commerce is the process of buying and selling goods and services over the internet.
- 17- When buying shares in a company, you become a partner owning a small part of that company.
- 18- Electronic investment cannot be used to buy stocks and bonds.
- 19- When you buy bonds, you are lending the company a sum of money to support its sustainable projects.
- 20- Bonds can be managed easily through reliable websites.
- 21- Reviews help measure the quality of a product or service before purchase, assisting in making the right decision.
- 22- Companies that offer something good to the world, such as those that preserve the environment, should be supported.

- 23-** Online comparison sites provide evaluations of quality, price, and different features for each product to choose the best.
- 24-** When searching for a specific product, search engines use artificial intelligence to analyze previous data and preferences.
- 25-** Search engines are considered technological search tools that can be used for online shopping.
- 26-** It is impossible to use online shopping.
- 27-** Search engines provide personalized suggestions that match the consumer's preferences.
- 28-** Consumers can use electronic comparison sites to make the right decision when buying a product.
- 29-** Attention must be paid to ethical and sustainable investment to support companies.
- 30-** Company products must be of high quality and their resources must be environmentally friendly.
- 31-** The best means of communication if you need a detailed and professional explanation of a problem is email.
- 32-** Chatbots (chat windows) are always the best way to communicate regarding complex problems.
- 33-** Online consumer reviews are considered a helpful tool in evaluating the quality of a commodity before purchase.
- 34-** Social media messages are always the most appropriate way to provide accurate and professional information.
- 35-** The most important element for enabling the recipient to quickly identify the purpose of the email message is the "Subject" line.
- 36-** Chatbots are programs that run on artificial intelligence technologies and are designed to respond to questions directly online.
- 37-** Educational Service Providers (ESPs) are organizations that provide various educational services for students and teachers.
- 38-** It is not possible to communicate with educational service providers through chat windows.
- 39-** It is difficult for students to learn through educational service providers.
- 40-** Chatbots are real people who respond to messages in chat windows.
- 41-** If your questions are not clear when using chat windows, you will not receive accurate answers.
- 42-** You can communicate with service providers through telephone communication windows, speaking directly with a support employee.
- 43-** Email communication is a formal and professional way to communicate with educational service providers.

- 44-** Start the message with a formal and respectful greeting (such as "Greetings", and end) it with your signature when using email for communication.
- 45-** An example of an educational service provider is the Egyptian Knowledge Bank (EKB).
- 46-** To create a new meeting, you must click on the "New Meeting" option.
- 47-** If you are a participant, you should turn off the camera and microphone when you do not need to use them at the moment.
- 48-** Video conferences allow for direct written communication between people.
- 49-** The email sent after a conference is called a "follow-up email."
- 50-** Inappropriate behavior during a video conference is considered improper and should be avoided.
- 51-** Ensure that your behavior is decent and appropriate for the meeting.
- 52-** Make sure the internet is working well before joining the meeting.
- 53-** Microsoft Word is considered a video chat program.
- 54-** Cloud computing services do not have tools for simultaneous direct communication.
- 55-** Video conferences can be done through the Google Meet program.
- 56-** You can copy the meeting link and share it with the people you want to join the video meeting.
- 57-** It is impossible to turn off the microphone during a video meeting in the Zoom program.
- 58-** After the meeting, if the meeting settings allow, you can obtain a recording of the meeting.
- 59-** You can create an instant meeting or create a meeting for a later time when creating a new meeting in Google Meet.
- 60-** When you receive a meeting link in Google Meet, you can send it to anyone without seeking permission from the owner of the meeting link.
- 61-** Many organizations use video conferencing for various purposes (such as study or work).
- 62-** Microsoft Teams is considered one of the programs for holding real-time video conferences.
- 63-** If a "file is corrupt" message appears, you should try opening it using another program.
- 64-** The JavaScript language is used to create static web pages only.
- 65-** The best way to protect files from permanent loss is to save them on cloud storage.
- 66-** When you forget the password, you must guess it until it works.
- 67-** When trying to delete a file and it is not deleted, you should check if it contains special symbols.

- 68-** HTML is used to build the structure of web pages.
- 69-** JavaScript is used to create dynamic (interactive) web pages.
- 70-** Dynamic web content can be changed based on user interactions with the application or website.
- 71-** Static web content remains the same for every user who visits the website.
- 72-** We use programming languages to write computer programs.
- 73-** Make sure you are not using another file name when an error message appears while trying to save the file.
- 74-** You can save files to an external disk to protect them from loss.
- 75-** Strong and unique passwords must be created for each account.
- 76-** It is difficult to use password management software to create strong passwords.
- 77-** You may need to replace the battery if it is the source of the problem when the device is unable to charge.
- 78-** Programming languages are a set of rules and symbols used to give clear instructions to computer programs.
- 79-** If the device is not charging, make sure the charging cable or power outlet is working properly.
- 80-** A temporarily deleted file can be restored from the Recycle Bin on the computer.
- 81-** To make an image look like it's moving or has motion blur, we use special effects (filters).
- 82-** Two images can be merged into one through image editing.
- 83-** The role of artificial intelligence in image editing programs is to organize and customize colors.
- 84-** The famous program used as an alternative to GIMP is Microsoft Word.
- 85-** If there is a defect or flaw in the image due to camera light, image editing helps correct it and restore it to its original state.
- 86-** It is difficult to use GIMP to edit old photos.
- 87-** AI learns how to adjust the colors of an image so that only the colors you need appear.
- 88-** AI tools cannot be used in image editing.
- 89-** Image editing aims to change images and make them look more attractive.
- 90-** GIMP cannot be downloaded on the computer.
- 91-** The color of a person's coat in an image can be changed using GIMP tools.
- 92-** GIMP can be used on different operating systems.
- 93-** Images can be saved in GIMP in PDF format.
- 94-** Special effects can be used to make images look old.
- 95-** GIMP is effective and lightweight and can be used directly on its website.



Choose the correct answer from the following options:

1. Artificial intelligence simulates

- A. Rocket speed.** **B. Human traits in problem-solving and logic.**
C. Cloud movement. **D. Electrical signals in circuits.**

2. Used to protect your email from dangerous messages

- A. Voice assistants.** **B. Smart home devices.**
C. Email filters. **D. Smart navigation systems.**

3. Considering is an ethical principle that must be applied by AI tool designers.

- A. Bias.** **B. Inclusivity** **C. Bullying.** **D. Theft.**

4.prevents AI from making decisions based on personal opinions.

- A. Beneficence.** **B. Responsibility** **C. Unbiased** **D. Transparency.**

5. The principle of inclusivity in AI ethics requires:.....

- A. Tools to be used by a specific group only.**
- B. Tools to be ready to explain how they work.**
- C. Tools to include all users and not just a specific group.**
- D. Tools to be protected only from hacking.**

6. AI makes machines use logic and in problem-solving.

- A. Handwriting.**
- B. Decision making.**
- C. Fast travel.**
- D. Automatic printing.**

7. is considered a common AI tool.

- A. Manual sewing machine.**
- B. Navigation applications to guide you to a destination.**
- C. Fax machine.**
- D. Traditional calculator.**

8. Artificial intelligence relies on for learning and problem-solving.

- A. Records.** **B. Algorithms.** **C. Clouds.** **D. Metadata.**

9.is the ethical principle related to ensuring society benefits from AI.

- A. Transparency.** **B. Beneficence.** **C. Responsibility.** **D. Justice.**

10. If AI collects your personal information, it must apply the principle of:.....

- A. Inclusivity.
- B. Protectiveness (Privacy).
- C. Transparency.
- D. Accuracy.

11. Respecting user privacy is known as when designing AI tools.

- A. Beneficence
- B. Responsibility
- C. Protectiveness
- D. Transparency.

12.refers to the fact that if an AI tool makes a mistake, its designer must admit the error and fix it.

- A. Beneficence
- B. Responsibility
- C. Protectiveness
- D. Transparency.

13. _____ help you in drafting your writing or answers.

- A. Email filters
- B. Language processing tools.
- C. Reservation
- D. Transparency.

14......are digital robots that answer your questions or execute your requests via voice.

- A. Alexa
- B. Siri
- C. A and B together
- D. Microphone.

15.is used to verify your identity and unlock your phone.

- A. Email filters
- B. Language processing tools.
- C. Reservation
- D. Facial recognition.

16.is where goods and services are bought and sold over the internet.

- A. E-commerce.
- B. Digital investment.
- C. Traditional marketing.
- D. Cloud comparison.

17.is used by smart search engines to provide personalized suggestions and classify products according to their relevance to the user.

- A. Font size
- B. Artificial Intelligence.
- C. Page design
- D. Calculator.

18. When buying a share in a company, you become a for that company.

- A. Lender
- B. Consumer
- C. Employee
- D. Partner.

19. The importance of reviewing official company websites before investing to.....

- A. Confirm the company logo color.
- B. Follow new products.

C. Know the number of employees.

D. Ensure the ethical rules followed by the company.

20.is the function of electronic comparison sites.

A. Hiding product prices.

C. Deleting unwanted products.

B. Comparing product specifications and prices in one place.

D. Collecting reviews from friends and relatives only.

21. E-commerce is the buying and selling of goods and services via.....

A. The Internet

B. Regular mail.

C. Traditional market

D. Libraries.

22. give you a part of ownership in a company.

A. Bonds

B. Sukuk

C. Shares

D. Vouchers.

23. Which technological tool helps you compare prices and specifications when buying a laptop?.....

A. Traditional search engines

B. Shopping sites.

C. Online comparison sites

D. Old applications.

24. An investor must consider in the companies they choose to support the environment.

A. Increasing profits only

B. That the company is very large.

C. That the company is eco-friendly and follows ethical rules

D. Number of employees.

25. The importance of using technology in making online purchasing decisions has increased because.....

A. To reduce the number of available options.

B. The choices of options and products has become very large.

C. Stores have become closed

D. To facilitate travel.

26.is considered an AI tool that helps the consumer.

A. Using a calculator

B. Smart search engines

C. Hand writing.

27. The person who buys goods and services is called.....

A. Designer

B. Programmer

C. Consumer

D. Seller.

28. Investing in a company's bonds means that you.....

- A. Get free goods from it
- B. Lend the company a sum of money.
- C. Own all the company's shares.

28. Investing in a company's shares should be for the purpose of

- A. Wasting money
- B. Causing fraud to others.
- C. Supporting the company and achieving gains.

29.is used by smart search engines to categorize the results that suit you.

- A. Color of products.
- C. Names of stores.
- B. Your preferences and previous browsing behavior.

30.are organizations that provide support to students and teachers in the field of education.

- A. Educational Service Providers (ESP)
- B. Public transportation services.
- C. Retail companies
- D. Sports training centers.

31. The importance of having a clear subject in an email message is.....

- A. To increase the message size
- B. To change the font color.
- C. to help the recipient knows the purpose of the message
- D. To add images.

32.are chat programs that run on AI on websites.

- A. Voice assistants
- B. Navigation applications.
- C. Email
- D. chat windows (Chatbots).

33. Your questions must be clear when using a chat window in order to.....

- A. Take more time
- B. Reduce internet usage.
- C. Speed up the device
- D. Get accurate answers.

34.is the first step you should start with when writing the content of an email message.

- A. Starting with a formal and respectful greeting
- B. Writing attachments.
- C. Ending the message with your signature
- D. Adding images.

35. Email is considered a means of communication.

- A. Informal
- B. Random
- C. Formal and professional.
- D. Personal only.

36. If your problem requires a very quick response, you can use.....

- A. Sending a fax** **B. A traditional email message.**
- C. A chat window (because it provides an instant response)** **D. Calling by phone.**

37. Chat windows use to understand user questions.

- A. Programs designed with artificial intelligence.**
- B. A calculator** **C. A hard disk drive** **D. A browser.**

38. The is the part where you must define the goal of your message from the beginning in an email.

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- C. Message content**
- D. Subject line.**

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- D. All of the above.**

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C. Erase

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- A. Viruses. B. Password management. C. PowerPoint D. Paint.

74.is the main goal of image editing.

- A. Changing images and making them look more attractive.
B. Reducing image clarity.
C. Making images always look old. D. Increasing file size.

75.makes two different images appear as one in a presentation.

- A. Color correction B. Changing the background.
C. Merging images(blending) D. Cropping the image.

76. You can _____ with artificial intelligence in image editing programs.

- A. Delete old files B. Print the image.
C. Organize and customize colors D. Increase camera resolution.

77. GIMP is considered open-source because. _____

- A. It is completely free B. It allows users to modify and develop its tools.
C. It is used online only D. It does not need installation.

78.is a defect that may appear in an image and can be corrected by editing (changing color).

- A. Flaws or excessive camera light B. Slow internet.
C. Low video volume D. Difficulty in writing.

79. Improving images means correcting _____ and restoring colors to their original state.

- A. Background B. Lighting. C. Flaws D. Size.

80. If you want to make your image look old or have motion blur, you can use.....

- A. Text editing. B. Color organization.
C. Special effects (Filters). D. Background correction.

81. You can _____ images to use them in presentations.

- A. Merge images (blending) B. Increase internet speed
C. Change text color D. Write comments

82. Using GIMP requires the user to. _____

- A. Take enough time to learn and practice
- B. Buy the program
- C. Be a professional painter
- D. Have fast internet

83. Special effects in image editing programs are called.....

- A. Filters
- B. Colors
- C. Attachments
- D. Shapes

84. The _____ program is open source and used for editing images for free.

- A. GIMP
- B. Word
- C. Teams
- D. HTML

85.learns how to adjust the colors of an image so that only the colors you need appear.

- A. The book
- B. Artificial Intelligence
- C. Augmented Reality
- D. Operating system

86. You can restore original colors of an image using the _____ feature in GIMP.

- A. Merging
- B. Coloring
- C. Deleting
- D. correcting flaws

87. GIMP is a _____ program.

- A. Closed source
- B. Open source
- C. Complex
- D. Difficult

88.is changing and modifying images to make them look more attractive and beautiful.

- A. Image Editing
- B. Deleting images
- C. Erasing images
- D. Closing images

89. means the designer of AI is ready to explain how the AI tools work.

- A. Beneficence
- B. Responsibility
- C. Protectiveness
- D. Transparency



Exercises

Put (✓) or (X)

- 1- Artificial intelligence is the technology that enables machines to use human traits to solve problems. ✓
- 2- The principle of transparency requires the tool's designer to be ready to explain how it works. ✓
- 3- Language processing tools help in drafting writing and emails. ✓
- 4- It is ethical when designing AI tools to ignore the data of a specific group of people during training. X
- 5- The AI tool that suggests people for you to connect with on social media is the social media platforms themselves providing suggestions. ✓
- 6- Facial recognition is used to verify your identity to unlock your phone. ✓
- 7- Voice assistants are digital robots that answer your questions or execute your requests via voice commands. ✓
- 8- Alexa is an example of digital robots that answer your questions or execute your requests via voice commands. ✓
- 9- AI tools should include all users, not just a specific group; everyone must benefit. ✓
- 10- Artificial intelligence relies on algorithms to solve problems and make decisions. ✓
- 11- It is preferable for AI data to be biased toward its designers only. X
- 12- Personal information should leak during the design of AI tools and be available to everyone. X
- 13- AI tools must rely on the personal opinions or viewpoints of their designers. X
- 14- Ethical rules must be followed when designing artificial intelligence tools. ✓
- 15- Email spam filter prevents dangerous messages and malicious mails from reaching your inbox by using AI tools. ✓
- 16- E-commerce is the process of buying and selling goods and services over the internet. ✓
- 17- When buying shares in a company, you become a partner owning a small part of that company. ✓
- 18- Electronic investment cannot be used to buy stocks and bonds.
- 19- When you buy bonds, you are lending the company a sum of money to support its sustainable projects. ✓
- 20- Bonds can be managed easily through reliable websites. ✓

- 21- Reviews help measure the quality of a product or service before purchase, assisting in making the right decision. ✓
- 22- Companies that offer something good to the world, such as those that preserve the environment, should be supported. ✓
- 23- Online comparison sites provide evaluations of quality, price, and different features for each product to choose the best. ✓
- 24- When searching for a specific product, search engines use artificial intelligence to analyze previous data and preferences. ✓
- 25- Search engines are considered technological search tools that can be used for online shopping. ✓
- 26- It is impossible to use online shopping. ✗
- 27- Search engines provide personalized suggestions that match the consumer's preferences. ✓
- 28- Consumers can use electronic comparison sites to make the right decision when buying a product. ✓
- 29- Attention must be paid to ethical and sustainable investment to support companies. ✓
- 30- Company products must be of high quality and their resources must be environmentally friendly. ✓
- 31- The best means of communication if you need a detailed and professional explanation of a problem is email. ✓
- 32- Chatbots (chat windows) are always the best way to communicate regarding complex problems. ✗
- 33- Online consumer reviews are considered a helpful tool in evaluating the quality of a commodity before purchase. ✓
- 34- Social media messages are always the most appropriate way to provide accurate and professional information. ✗
- 35- The most important element for enabling the recipient to quickly identify the purpose of the email message is the "Subject" line. ✓
- 36- Chatbots are programs that run on artificial intelligence technologies and are designed to respond to questions directly online. ✓
- 37- Educational Service Providers (ESPs) are organizations that provide various educational services for students and teachers. ✓
- 38- It is not possible to communicate with educational service providers through chat windows. ✗
- 39- It is difficult for students to learn through educational service providers. ✗

- 40- Chatbots are real people who respond to messages in chat windows. **X**
- 41- If your questions are not clear when using chat windows, you will not receive accurate answers. **✓**
- 42- You can communicate with service providers through telephone communication windows, speaking directly with a support employee. **✓**
- 43- Email communication is a formal and professional way to communicate with educational service providers. **✓**
- 44- Start the message with a formal and respectful greeting (such as "Greetings", and end) it with your signature when using email for communication. **✓**
- 45- An example of an educational service provider is the Egyptian Knowledge Bank (EKB). **✓**
- 46- To create a new meeting, you must click on the "New Meeting" option. **✓**
- 47- If you are a participant, you should turn off the camera and microphone when you do not need to use them at the moment. **✓**
- 48- Video conferences allow for direct written communication between people. **✓**
- 49- The email sent after a conference is called a "follow-up email." **✓**
- 50- Inappropriate behavior during a video conference is considered improper and should be avoided. **X**
- 51- Ensure that your behavior is decent and appropriate for the meeting. **✓**
- 52- Make sure the internet is working well before joining the meeting. **✓**
- 53- Microsoft Word is considered a video chat program. **X**
- 54- Cloud computing services do not have tools for simultaneous direct communication. **X**
- 55- Video conferences can be done through the Google Meet program. **✓**
- 56- You can copy the meeting link and share it with the people you want to join the video meeting. **✓**
- 57- It is impossible to turn off the microphone during a video meeting in the Zoom program. **X**
- 58- After the meeting, if the meeting settings allow, you can obtain a recording of the meeting. **✓**
- 59- You can create an instant meeting or create a meeting for a later time when creating a new meeting in Google Meet. **✓**
- 60- When you receive a meeting link in Google Meet, you can send it to anyone without seeking permission from the owner of the meeting link. **X**
- 61- Many organizations use video conferencing for various purposes (such as study or work). **✓**

- 62- Microsoft Teams is considered one of the programs for holding real-time video conferences. ✓
- 63- If a "file is corrupt" message appears, you should try opening it using another program. ✓
- 64- The JavaScript language is used to create static web pages only. ✗
- 65- The best way to protect files from permanent loss is to save them on cloud storage. ✓
- 66- When you forget the password, you must guess it until it works. ✗
- 67- When trying to delete a file and it is not deleted, you should check if it contains special symbols. ✓
- 68- HTML is used to build the structure of web pages. ✓
- 69- JavaScript is used to create dynamic (interactive) web pages.
- 70- Dynamic web content can be changed based on user interactions with the application or website. ✓
- 71- Static web content remains the same for every user who visits the website. ✓
- 72- We use programming languages to write computer programs. ✓
- 73- Make sure you are not using another file name when an error message appears while trying to save the file. ✓
- 74- You can save files to an external disk to protect them from loss. ✓
- 75- Strong and unique passwords must be created for each account. ✓
- 76- It is difficult to use password management software to create strong passwords. ✗
- 77- You may need to replace the battery if it is the source of the problem when the device is unable to charge. ✓
- 78- Programming languages are a set of rules and symbols used to give clear instructions to computer programs. ✓
- 79- If the device is not charging, make sure the charging cable or power outlet is working properly. ✓
- 80- A temporarily deleted file can be restored from the Recycle Bin on the computer. ✓
- 81- To make an image look like it's moving or has motion blur, we use special effects (filters). ✓
- 82- Two images can be merged into one through image editing. ✓
- 83- The role of artificial intelligence in image editing programs is to organize and customize colors. ✓
- 84- The famous program used as an alternative to GIMP is Microsoft Word. ✗

- 85- If there is a defect or flaw in the image due to camera light, image editing helps correct it and restore it to its original state. ✓
- 86- It is difficult to use GIMP to edit old photos. ✗
- 87- AI learns how to adjust the colors of an image so that only the colors you need appear. ✓
- 88- AI tools cannot be used in image editing. ✗
- 89- Image editing aims to change images and make them look more attractive. ✓
- 90- GIMP cannot be downloaded on the computer. ✗
- 91- The color of a person's coat in an image can be changed using GIMP tools. ✓
- 92- GIMP can be used on different operating systems. ✓
- 93- Images can be saved in GIMP in PDF format. ✓
- 94- Special effects can be used to make images look old. ✓
- 95- GIMP is effective and lightweight and can be used directly on its website. ✓

Choose the correct answer from the following options:

1. Artificial intelligence simulates
A. Rocket speed. B. Human traits in problem-solving and logic.
C. Cloud movement. D. Electrical signals in circuits.
2. Used to protect your email from dangerous messages
A. Voice assistants. B. Smart home devices.
C. Email filters. D. Smart navigation systems.
3. Considering is an ethical principle that must be applied by AI tool designers.
A. Bias. B. Inclusivity C. Bullying. D. Theft.
4. prevents AI from making decisions based on personal opinions.
A. Beneficence. B. Responsibility C. Unbiased D. Transparency.
5. The principle of inclusivity in AI ethics requires:.....
A. Tools to be used by a specific group only.
B. Tools to be ready to explain how they work.
C. Tools to include all users and not just a specific group.
D. Tools to be protected only from hacking.



6. AI makes machines use logic and in problem-solving.

A. Handwriting.

B. Decision making.

C. Fast travel.

D. Automatic printing.

7. is considered a common AI tool.

A. Manual sewing machine.

B. Navigation applications to guide you to a destination.

C. Fax machine.

D. Traditional calculator.

8. Artificial intelligence relies on for learning and problem-solving.

A. Records.

B. Algorithms.

C. Clouds.

D. Metadata.

9. is the ethical principle related to ensuring society benefits from AI.

A. Transparency.

B. Beneficence.

C. Responsibility.

D. Justice.

10. If AI collects your personal information, it must apply the principle of:.....

A. Inclusivity.

B. Protectiveness (Privacy).

C. Transparency.

D. Accuracy.

11. Respecting user privacy is known as when designing AI tools.

A. Beneficence

B. Responsibility

C. Protectiveness

D. Transparency.

12. refers to the fact that if an AI tool makes a mistake, its designer must admit the error and fix it.

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13. _____ help you in drafting your writing or answers.

A. Email filters

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C. Reservation

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14. are digital robots that answer your questions or execute your requests via voice.

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B. Siri

C. A and B together

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15. is used to verify your identity and unlock your phone.

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16.is where goods and services are bought and sold over the internet.

A. E-commerce.

B. Digital investment.

C. Traditional marketing.

D. Cloud comparison.

17.is used by smart search engines to provide personalized suggestions and classify products according to their relevance to the user.

A. Font size

B. Artificial Intelligence.

C. Page design

D. Calculator.

18. When buying a share in a company, you become a for that company.

A. Lender

B. Consumer

C. Employee

D. Partner.

19. The importance of reviewing official company websites before investing to.....

A. Confirm the company logo color.

B. Follow new products.

C. Know the number of employees.

D. Ensure the ethical rules followed by the company.

20.is the function of electronic comparison sites.

A. Hiding product prices.

C. Deleting unwanted products.

B. Comparing product specifications and prices in one place.

D. Collecting reviews from friends and relatives only.

21. E-commerce is the buying and selling of goods and services via.....

A. The Internet

B. Regular mail.

C. Traditional market

D. Libraries.

22.give you a part of ownership in a company.

A. Bonds

B. Sukuk

C. Shares

D. Vouchers.

23. Which technological tool helps you compare prices and specifications when buying a laptop?.....

A. Traditional search engines

B. Shopping sites.

C. Online comparison sites

D. Old applications.

24. An investor must consider in the companies they choose to support the environment.

A. Increasing profits only

B. That the company is very large.

C. That the company is eco-friendly and follows ethical rules D. Number of employees.

25. The importance of using technology in making online purchasing decisions has increased because.....

A. To reduce the number of available options.

B. The choices and products has become very large.

C. Stores have become closed

D. To facilitate travel.

26.is considered an AI tool that helps the consumer.

A. Using a calculator

B. Smart search engines

C. Hand writing.

27. The person who buys goods and services is called.....

A. Designer

B. Programmer

C. **Consumer**

D. Seller.

28. Investing in a company's bonds means that you.....

A. Get free goods from it

B. Lend the company a sum of money.

C. Own all the company's shares.

28. Investing in a company's shares should be for the purpose of

A. Wasting money

B. Causing fraud to others.

C. Supporting the company and achieving gains.

29.is used by smart search engines to categorize the results that suit you.

A. Color of products.

C. Names of stores.

B. Your preferences and previous browsing behavior.

30.are organizations that provide support to students and teachers in the field of education.

A. Educational Service Providers (ESP)

B. Public transportation services.

C. Retail companies

D. Sports training centers.

31. The importance of having a clear subject in an email message to.....

A. increase the message size

B. change the font color.

C. help recipient knows the purpose of the message

D. add images.

32.are chat programs that run on AI on websites.

A. Voice assistants

B. Navigation applications.

C. Email

D. chat windows (Chatbots).

33. Your questions must be clear when using a chat window in order to.....

A. Take more time

B. Reduce internet usage.

C. Speed up the device

D. Get accurate answers.

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A. Starting with a formal and respectful greeting

B. Writing attachments.

C. Ending the message with your signature

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B. Random.

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C. A chat window (because it provides an instant response)

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B. Password management.

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D. Paint.

74.is the main goal of image editing.

A. Changing images and making them look more attractive.

B. Reducing image clarity.

C. Making images always look old.

D. Increasing file size.

75.makes two different images appear as one in a presentation.

A. Color correction

B. Changing the background.

C. Merging images(blending)

D. Cropping the image.

76. You can _____ with artificial intelligence in image editing programs.

A. Delete old files

B. Print the image.

C. Organize and customize colors

D. Increase camera resolution.

77. GIMP is considered open-source because. _____

- A. It is completely free
- B. It allows users to modify and develop its tools.**
- C. It is used online only
- D. It does not need installation.

78.is a defect that may appear in an image and can be corrected by editing (changing color).

- A. Flaws (impurities) or excessive camera light**
- B. Slow internet.
- C. Low video volume
- D. Difficulty in writing.

79. Improving images means correcting _____ and restoring colors to their original state.

- A. Background
- B. Lighting.
- C. Flaws**
- D. Size.

80. If you want to make your image look old or have motion blur, you can use.....

- A. Text editing.
- B. Color organization.
- C. Special effects (Filters).**
- D. Background correction.

81. You can _____ images to use them in presentations.

- A. Merge images(blending)**
- B. Increase internet speed
- C. Change text color
- D. Write comments

82. Using GIMP requires the user to. _____

- A. Take enough time to learn and practice**
- B. Buy the program
- C. Be a professional painter
- D. Have fast internet

83. Special effects in image editing programs are called.....

- A. Filters**
- B. Colors
- C. Attachments
- D. Shapes

84. The _____ program is open source and used for editing images for free.

- A. GIMP**
- B. Word
- C. Teams
- D. HTML

85.learns how to adjust the colors of an image so that only the colors you need appear.

- A. The book
- B. Artificial Intelligence**
- C. Augmented Reality
- D. Operating system

86. You can restore original colors of an image using the _____ feature in GIMP.

- A. Merging B. Coloring C. Deleting **D. correcting flaws**

87. GIMP is a _____ program.

- A. Closed source **B. Open source** C. Complex D. Difficult

88.is changing and modifying images to make them look more attractive and beautiful.

A. Image Editing

B. Deleting images

C. Erasing images

D. Closing images

89. means the designer of AI is ready to explain how the AI tools work.

- A. Beneficence B. Responsibility C. Protectiveness **D. Transparency**



حمل الآن

مجاناً وحصرياً

المراجعة رقم (5)

اختبار شهر مارس



Q1: Choose the correct answer

1. What is artificial intelligence trying to simulate in machines?
 - a. Rocket speed
 - b. Human traits in problem-solving and logic
 - c. Cloud movement
 - d. Electrical signals in circuits
2. is used to verify your identity and unlock your smartphone.
 - a. email filter
 - b. Siri
 - c. chat bots
 - d. Facial Recognition
3. means that AI tools must include all users and not only a specific group.
 - a. Inclusiveness
 - b. Bias
 - c. Responsibility
 - d. Privacy
4. Which AI tool is used to protect your email from dangerous messages?
 - a. Voice assistants
 - b. Smart home devices
 - c. Email filter
 - d. Smart navigation systems
5. What are the steps or recipes that artificial intelligence relies on to learn and solve problems called?
 - a. Hypotheses
 - b. Algorithms
 - c. Records
 - d. Statistical models
6. Artificial intelligence (AI) technology enables machines to use human-like traits such as to solve problems.
 - a. guessing
 - b. physical strength
 - c. emotions
 - d. logic
7. Which ethical principle prevents artificial intelligence from making decisions based on personal opinions?
 - a. Beneficence
 - b. Responsibility
 - c. Unbiased
 - d. Transparency
8. Siri and Alexa are examples of
 - a. voice assistants
 - b. email filters
 - c. language processing tools
 - d. none of them



9. What does the principle of "Inclusiveness" require in artificial intelligence ethics?
- AI tools are used by only one specific group.
 - AI tools explain how they work.
 - AI tools include all users, not a specific group.
 - That tools are protected from hacking only.
10. Chat windows on websites that automatically respond to you are known as
- voice assistants
 - email filters
 - chatbots
 - facial recognition
11. Artificial intelligence makes machines use logic and in problem-solving.
- Handwriting
 - Decision-making
 - Fast travel
 - Automatic printing
12. Which of the following is considered a common artificial intelligence tool?
- Manual sewing machine
 - Navigation applications that guide you to a destination
 - Fax machine
 - Traditional calculator
13. The thing that artificial intelligence relies on to learn and solve problems is called
- Records
 - Algorithms
 - Clouds
 - Metadata
14. Digital robots that answer your questions using voice commands are called
- Voice Assistants
 - Algorithms
 - Email filters
 - Facial Recognition
15. What ethical principle ensures that society benefits from artificial intelligence?
- Benefit
 - Transparency
 - Responsibility
 - Justice
16. tools help you formulate your writings, send emails, and simple messages.
- Facial recognition
 - Chat windows
 - Language processing
 - Logic
17. If artificial intelligence collects your personal information, it must apply the principle of
- Inclusiveness
 - Transparency
 - Accuracy
 - Privacy



18. What is the process of buying and selling goods and services online?
- E-commerce
 - Digital investment
 - Traditional marketing
 - Cloud comparison
19. What do smart search engines use to provide personalized suggestions and classify products according to what you like?
- Font size
 - Artificial intelligence
 - Page design
 - Calculator
20. When you buy a company's share, you become in that company.
- A lender
 - A consumer
 - An employee
 - A partner
21. What is the importance of reviewing companies' official websites before investing in them?
- To check the color of the company logo
 - To follow new products
 - To know the number of company employees
 - To ensure the ethical rules followed by the company
22. What is the function of electronic comparison websites?
- Hiding product prices
 - Comparing product specifications and prices in one place
 - Deleting unwanted products
 - Collecting only friends' and family reviews
23. E-commerce is the buying and selling of goods and services through
- The Internet
 - Traditional mail
 - traditional market
 - Libraries
24. What gives you a part of ownership in a company?
- Bonds
 - Sukuk
 - Shares
 - Coupons
25. Which technological tool helps you compare prices and specifications when purchasing a laptop?
- Traditional search engines
 - Shopping websites
 - Electronic comparison websites
 - Old applications



26. What should an investor consider when choosing companies that protect the environment?

- a. Increasing profits only
- b. the company is very large
- c. the company protect environment and follows ethical rules
- d. Number of employees

27. Why is technology more important now when shopping online?

- a. To reduce available options
- b. Because the choices and products has become very large
- c. Because stores have become closed
- d. To facilitate travel

28. Which AI tool of the following helps the consumer?

- a. Using a calculator
- b. Smart search engines
- c. Writing by hand
- d. none of them

29. A person who buys goods and services is called..... .

- a. Designer
- b. Programmer
- c. Consumer
- d. none of them

30. Investing in a company's bonds means that you..... .

- a. get free goods
- b. Lend money to the company
- c. Own all the company's shares
- d. all of them

31. Investing in a company's shares is for the purpose of

- a. Wasting money
- b. cheating others
- c. Supporting the company and earning profits
- d. both a and b

32. What do smart search engines use to classify results that suit you?

- a. Product colors
- b. Your preferences and previous browsing behavior
- c. Stores names
- d. personal information

33. What is the name of the organizations that provide support to students and teachers in the field of education?

- a. Educational Service Providers (ESP)
- b. Public transportation services
- c. Retail companies
- d. Sports training centers



34. Online libraries such as are examples of Educational Service Providers.
- a. Google
 - b. Alexandrina Library
 - c. Social Media
 - d. Microsoft
35. What is the importance of having a clear subject in an email message?
- a. To increase the size of the message
 - b. To change the font color
 - c. To help the recipient know the purpose of the message
 - d. to add images
36. Educational Service Providers can provide students with
- a. books
 - b. online training materials
 - c. gaming software
 - d. both a and b
37. What are the chat programs on websites that use artificial intelligence?
- a. Voice assistants
 - b. Navigation applications
 - c. Email
 - d. chat windows (Chatbots)
38. When writing an email, you should write a subject to help the recipient.
- a. long and vague
 - b. clear and short
 - c. funny
 - d. hidden
39. Why should your questions be accurate and clear when using a chat window?
- a. To reduce Internet usage
 - b. To speed up the device
 - c. To get accurate answers
 - d. To stop your request completely
40. What is the first step you should start with when writing the content of an email?
- a. Starting with a formal and respectful greeting
 - b. Adding the attachments
 - c. Ending the message with your signature
 - d. Adding images
41. Chatbots are designed to respond to questions
- a. via mail
 - b. online
 - c. through television
 - d. none of them
42. Email is a way of communication.
- a. Informal
 - b. Random
 - c. Formal / professional
 - d. Personal only



43. If your problem requires a very fast response, what is the best choice?
- Sending a fax
 - A traditional message via email
 - A chat window
 - Making a phone call
44. What do chat windows use to understand users' questions?
- Programs designed with AI
 - Calculator
 - Hard disk drive
 - Web browser
45. Chatbots are not real people; they are computer programs.
- simple
 - AI
 - manual
 - offline
46. Which part of an email specify the purpose of your email?
- Signature
 - Greeting
 - Content
 - Subject
47. Mention one advantage of chat windows compared to email.
- more formal
 - Instant response
 - Suitable for explaining long problems
 - Difficult to use
48. Small windows that appear on websites asking "How can I help you?" are called
- chatbots
 - viruses
 - emails
 - browsers
49. Besides email and chatbots, you can communicate through
- Telephone
 - visiting support offices
 - EKB
 - both a and b
50. Video conferences allow communication through between people in different places.
- text messages only
 - Still images only
 - Audio and video at the same time
 - Email
51. is a popular program used for video conferencing.
- Microsoft Teams
 - Google Meet
 - Zoom
 - all of them



52. Video conferencing is like face-to-face communication but uses
- a. cloud computing
 - b. flash memory
 - c. library catalogs
 - d. none of them
53. What is the first step to create a new video meeting?
- a. Sending an email
 - b. Click "End Call" option
 - c. Sharing the screen
 - d. Click "New Meeting" option
54. What should you do before joining a conference to avoid technical problems?
- a. Eating breakfast
 - b. Check Internet, camera, and microphone
 - c. Writing a long message
 - d. Updating the operating system
55. To join a current meeting, what do you need from the person who created the meeting?
- a. Your street name
 - b. Phone number
 - c. Email address
 - d. Meeting link or joining code
56. What is the technological environment in which video conferences take place and allows the use of applications remotely?
- a. Memory card
 - b. Personal computer
 - c. Cloud computing
 - d. Hard disk
57. Video conferences allow you to communicate in the
- a. Same Time
 - b. next day
 - c. Last week
 - d. Next month
58. When joining an online meeting, but you don't have the link, which of the following do you need?
- a. Your email address
 - b. Meeting code
 - c. Username
 - d. Phone number
59. After the meeting, you can send a to the participants.
- a. meeting code
 - b. follow-up email
 - c. new link
 - d. camera icon



60. What is the process that enables you to obtain a copy of the meeting after it ends?
- a. Instant messaging
 - b. Joining the meeting
 - c. Screen sharing
 - d. Conference recording
61. Video conferences happen in , meaning communication is live.
- a. real time
 - b. the past
 - c. offline mode
 - d. written format
62. What is the function of the "Join" button in video conferencing programs?
- a. Entering the meeting
 - b. Creating a new link
 - c. Turning off the camera
 - d. Screen sharing
63. One of the rules to follow during the conference is to
- a. create a link
 - b. check the internet
 - c. be calm and respectful
 - d. invite friends
64. is a digital tool used in video conferencing to record written notes.
- a. Presentations
 - b. Chat
 - c. Camera
 - d. Audio recording
65. Programming languages are a set of used to give clear instructions to computer programs.
- a. humans and machines
 - b. rules and symbols
 - c. wires and cables
 - d. power sockets
66. Which programming language is used to create the basic structure of web pages?
- a. JavaScript
 - b. Plant
 - c. HTML
 - d. None of them
67. To solve the problem of a , you can try opening it using a different program.
- a. forgotten password
 - b. corrupted file
 - c. broken charger
 - d. wireless network
68. If your device is not charging, what is the first thing you should check?
- a. Device volume
 - b. Today's date
 - c. Internal battery
 - d. Charging cable or power socket



69. Which language is used to add interaction and movement to web pages?
- HTML
 - JavaScript
 - Python
 - CSS
70. What is the best option to protect files from permanent loss?
- Saving the file in the Recycle Bin
 - Saving the file on the desktop
 - Saving the file on a USB drive
 - Saving the file on cloud storage
71. Think of as the bones that give the web page its shape.
- HTML
 - JavaScript
 - External drive
 - Power adapter
72. What is the final action that should be taken if all solutions failed to fix a corrupted file?
- Trying to open it with different programs
 - Deleting the corrupted file
 - Sending the file to a friend
 - Restart the device
73. JavaScript is used to create web pages, such as moving buttons.
- static
 - dynamic
 - wired
 - corrupted
74. Programming languages are sets of codes and rules that give to the computer.
- Instructions (or commands)
 - still images
 - Songs
 - Text files
75. What is a file called when it does not work properly?
- Normal file
 - Corrupted file
 - Saved file
 - Temporary file
76. It is a good idea to make a of your files to keep them safe.
- symbol
 - backup
 - pop-up
 - bone
77. HTML builds the structure of a web page. What does JavaScript create on the page?
- Structure only
 - special symbols
 - Interactivity and movement
 - Text only



78. What type of storage allows you to save your files on the Internet?
- Cloud storage
 - Recycle Bin
 - Internal hard disk
 - External hard disk
79. Computers communicate using because they don't understand human language.
- human language
 - charging cables
 - power adapters
 - programming languages
80. In your opinion, why should passwords be strong and unique?
- To protect the account from hacking
 - To make them easy to remember
 - To be short
 - To make sharing with others easier
81. Google Drive and OneDrive are examples of
- programming languages
 - cloud storage
 - corrupted files
 - web structures
82. What is the main goal of photo editing?
- editing images and making them more attractive
 - Reducing image clarity
 - Making images look old
 - Increasing the file size
83. GIMP is an abbreviation for Image Manipulation Program.
- General
 - GNU
 - Global
 - Google
84. What is the name of the process that makes two different images appear as one image in a presentation?
- Color correction
 - Changing the background
 - merging images
 - Cropping the image
85. Modern image editing programs use to help users.
- Artificial Intelligence
 - manual tools only
 - Wi-Fi
 - IoT
86. One of the features of GIMP is that it is
- very expensive
 - open-source
 - hard to find
 - not powerful



87. What is the role of artificial intelligence in photo editing programs?
- Deleting old files
 - Printing the image
 - Organizing and customizing colors
 - Increasing resolution
88. Through image editing, you can restore of an image.
- original colors
 - the name
 - the date
 - the location
89. Why is GIMP considered an "open-source" program?
- Because it is free
 - Because it allows users to modify and develop its tools
 - Because it is used only with the Internet
 - Because it does not require installation
90. Motion blur is an example of
- LAN
 - merging
 - correcting flaws
 - special effects
91. Which of the following is a flaw in an image and can be fixed by editing?
- excessive camera light
 - Slow Internet
 - Video volume is low
 - Difficulty in typing
92. Enhancing photos means corrects and restoring original colors.
- Background
 - Lighting
 - flaws
 - Size
93. If you want to make your image look old or have motion blur, what can you use?
- Text editing
 - Color organization
 - Special effects (Filters)
 - Background correction
94. Besides editing, what can you do with images to use them in presentations?
- Merge images
 - Increase Internet speed
 - Change text color
 - Write comments
95. To remove excessive camera light, we use
- scanners
 - printers
 - image editing
 - none of them



96. What is required from user who wants to use GIMP?

- a. take time to learn and practice
- b. Purchase the program
- c. Be a professional Graphic designer
- d. Have a fast Internet connection

97. What is the name of the tool used to add special effects to images in photo editing programs?

- a. Colors
- b. Filters
- c. Attachments
- d. Shapes

Q2: Put (✓) or (X)

1. Artificial intelligence is the technology that enables machines to use human traits in problem-solving. ()
2. Artificial intelligence depends on algorithms to learn and solve problems. ()
3. Algorithms are a set of random steps that computers follow. ()
4. AI tools should be used to make society better. ()
5. The principle of transparency requires that the tool designer be ready to explain how it works. ()
6. Facial Recognition is used to prevent malicious emails from reaching your inbox. ()
7. AI decisions should be based on personal views and opinions. ()
8. If an AI tool makes an error, the designer is not required to admit the mistake and correct it. ()
9. Language processing tools help in formulating writing and emails. ()
10. Responsibility means the designer must correct the AI if it makes a mistake. ()
11. It is ethical to ignore the data of a specific group of people when training AI tools. ()
12. Protectiveness means that personal information should not be leaked. ()
13. Siri and Alexa carry out requests using voice commands. ()
14. Inclusiveness means AI tools should only benefit a specific group of people. ()
15. An AI tool that suggests people you may know on social media is an example of an AI tool that makes recommendations. ()
16. E-commerce is the process of buying and selling goods and services online. ()
17. Comparison websites help users evaluate the quality and price of products. ()
18. Buying a stock means you own a small part of the company. ()
19. Ethical investment means supporting companies that harm the environment. ()
20. AI helps us make the right purchasing decisions in e-commerce. ()
21. If you buy bonds, you become a partner in the company. ()
22. To ensure a company is ethical, you should review its official website. ()
23. Buying a bond means you are lending money to a company. ()
24. "Green Companies" are those that focus on increasing pollution to make profit. ()
25. Reviews help you evaluate the quality of the product before purchasing. ()



26. The ownership of a company is divided into equal parts called bonds. ()
27. A person who buys a bond is lending money to the company. ()
28. Alexandria digital library is an example of Educational Service Providers. ()
29. The best way to get a detailed and professional explanation of a problem is email. ()
30. Email is an informal way of communication used between friends only. ()
31. Speed is one of the main advantages of using chatbots. ()
32. In a professional email, you should clearly state the purpose of your contact. ()
33. A chat window is the best way to communicate for complex problems. ()
34. You should end your professional email with your signature. ()
35. Online reviews are helpful in evaluating the quality of a product before purchasing. ()
36. Chatbots are real people who answer your inquiries. ()
37. Email is the best choice when you need to send an official document. ()
38. Social media messages is the best way to provide accurate and professional information. ()
39. If your questions to a chatbot are not clear, you will not receive accurate answers. ()
40. The most important part of an email that helps the recipient quickly know its purpose is the subject line. ()
41. You cannot communicate with service providers through the telephone. ()
42. Video conferences allow communication only through text. ()
43. To create a new meeting, click "New Meeting" option. ()
44. You can join a meeting by clicking a link sent to you. ()
45. You should check your technology after the conference is finished. ()
46. Google Meet, Zoom, and Microsoft Teams are popular conferencing programs. ()
47. If you are a participant in a meeting, you should turn off your camera and microphone when you are not using them. ()
48. Clicking the camera icon allows you to turn your video on or off. ()
49. You do not need an internet connection to use Google Meet. ()
50. It is important to be calm and respectful during a video conference. ()
51. Instant chat allow written communication during the conference. ()
52. You should keep your microphone always on during a meeting. ()
53. The email sent after the conference is called a follow-up email. ()
54. Video conferences is like face-to-face communication using cloud computing. ()
55. Muting the microphone means people can still hear you. ()
56. A follow-up email can include a recording of the meeting. ()
57. Inappropriate behavior during a video conference is unacceptable and should be avoided. ()
58. Computers can understand human language directly. ()
59. Programming languages are a set of rules and symbols. ()
60. HTML gives the web page its shape and structure. ()
61. JavaScript is used to create static web pages only. ()



62. Cloud storage like One Drive is a preferable way to save files. ()
63. When you forget your password, you should delete the account and create another one. ()
64. If the message "File is corrupted" appears, you should try opening it using another program. ()
65. It is not necessary to make a backup of your important files. ()
66. Checking the power socket is a suggested step if your device does not charge. ()
67. The best way to protect files from permanent loss is to save them on cloud storage. ()
68. JavaScript adds "life" to the page by creating pop-up windows. ()
69. When you forget your password, you should guess it until it works. ()
70. If your device battery is the problem, you may need to replace it. ()
71. If a file won't delete, check if it contains special symbols. ()
72. External drives are the only way to save backups of your files. ()
73. GIMP is a powerful program for image editing. ()
74. Image editing makes images look professional for presentations. ()
75. GIMP is an abbreviation for GNU Image Manipulation Program. ()
76. To make an image look like it is moving or has motion blur, we use special effects (filters). ()
77. You have to pay money to use GIMP. ()
78. Two images can be merged into one through photo editing. ()
79. Artificial intelligence does not help in image editing. ()
80. Open-source programs allow anyone to modify their tools. ()
81. The role of artificial intelligence in photo editing programs is to organize and customize colors. ()
82. GIMP is a closed-source program that no one can modify. ()
83. Modern editing programs use AI to help adjust image colors. ()
84. Microsoft Word is the popular program used as an alternative of GIMP. ()
85. Changing a video frame color can make it smoother. ()
86. You can change the background color of an image. ()
87. You cannot make a new photo look old using GIMP. ()
88. Motion blur is a type of special effect. ()
89. If there is a flaw in an image because of too much light from the camera, photo editing can correct it. ()



Q1: Choose the correct answer

1. What is artificial intelligence trying to simulate in machines?

- a. Rocket speed
- b. Human traits in problem-solving and logic
- c. Cloud movement
- d. Electrical signals in circuits

Answer: b. Human traits in problem-solving and logic

2. is used to verify your identity and unlock your smartphone.

- a. email filter
- b. Siri
- c. chat bots
- d. Facial Recognition

Answer: d. Facial Recognition

3. means that AI tools must include all users and not only a specific group.

- a. Inclusiveness
- b. Bias
- c. Responsibility
- d. Privacy

Answer: a. Inclusiveness

4. Which AI tool is used to protect your email from dangerous messages?

- a. Voice assistants
- b. Smart home devices
- c. Email filter
- d. Smart navigation systems

Answer: c. Email filter

5. What are the steps or recipes that artificial intelligence relies on to learn and solve problems called?

- a. Hypotheses
- b. Algorithms
- c. Records
- d. Statistical models

Answer: b. Algorithms

6. Artificial intelligence (AI) technology enables machines to use human-like traits such as to solve problems.

- a. guessing
- b. physical strength
- c. emotions
- d. logic

Answer: d. logic

7. Which ethical principle prevents artificial intelligence from making decisions based on personal opinions?

- a. Beneficence
- b. Responsibility
- c. Unbiased
- d. Transparency

Answer: c. Unbiased

8. Siri and Alexa are examples of

- a. voice assistants
- b. email filters
- c. language processing tools
- d. none of them

Answer: a. voice assistants

9. What does the principle of "Inclusiveness" require in artificial intelligence ethics?

- a. AI tools are used by only one specific group.
- b. AI tools explain how they work.
- c. AI tools include all users, not a specific group.
- d. That tools are protected from hacking only.

Answer: c. AI tools include all users, not a specific group.

10. Chat windows on websites that automatically respond to you are known as

- a. voice assistants
- b. email filters
- c. chatbots
- d. facial recognition

Answer: c. chatbots

11. Artificial intelligence makes machines use logic and in problem-solving.

- a. Handwriting
- b. Decision-making
- c. Fast travel
- d. Automatic printing

Answer: b. Decision-making

12. Which of the following is considered a common artificial intelligence tool?

- a. Manual sewing machine
- b. Navigation applications that guide you to a destination
- c. Fax machine
- d. Traditional calculator

Answer: b. Navigation applications that guide you to a destination

13. The thing that artificial intelligence relies on to learn and solve problems is called

- a. Records
- b. Algorithms
- c. Clouds
- d. Metadata

Answer: b. Algorithms

14. Digital robots that answer your questions using voice commands are called

- a. Voice Assistants
- b. Algorithms
- c. Email filters
- d. Facial Recognition

Answer: a. Voice Assistants

15. What ethical principle ensures that society benefits from artificial intelligence?

- a. Benefit
- b. Transparency
- c. Responsibility
- d. Justice

Answer: a. Benefit

16. tools help you formulate your writings, send emails, and simple messages.

- a. Facial recognition
- b. Chat windows
- c. Language processing
- d. Logic

Answer: c. Language processing

17. If artificial intelligence collects your personal information, it must apply the principle of

- a. Inclusiveness
- b. Transparency
- c. Accuracy
- d. Privacy

Answer: d. Privacy

18. What is the process of buying and selling goods and services online?

- a. E-commerce
- b. Digital investment
- c. Traditional marketing
- d. Cloud comparison

Answer: a. E-commerce

19. What do smart search engines use to provide personalized suggestions and classify products according to what you like?

- a. Font size
- b. Artificial intelligence
- c. Page design
- d. Calculator

Answer: b. Artificial intelligence

20. When you buy a company's share, you become in that company.

- a. A lender
- b. A consumer
- c. An employee
- d. A partner

Answer: d. A partner

21. What is the importance of reviewing companies' official websites before investing in them?

- a. To check the color of the company logo
- b. To follow new products
- c. To know the number of company employees
- d. To ensure the ethical rules followed by the company

Answer: d. To ensure the ethical rules followed by the company

22. What is the function of electronic comparison websites?

- a. Hiding product prices
- b. Comparing product specifications and prices in one place
- c. Deleting unwanted products
- d. Collecting only friends' and family reviews

Answer: b. Comparing product specifications and prices in one place

23. E-commerce is the buying and selling of goods and services through

- a. The Internet
- b. Traditional mail
- c. traditional market
- d. Libraries

Answer: a. The Internet

24. What gives you a part of ownership in a company?

- a. Bonds
- b. Sukuk
- c. Shares
- d. Coupons

Answer: c. Shares

25. Which technological tool helps you compare prices and specifications when purchasing a laptop?

- a. Traditional search engines
- b. Shopping websites
- c. Electronic comparison websites
- d. Old applications

Answer: c. Electronic comparison websites

26. What should an investor consider when choosing companies that protect the environment?

- a. Increasing profits only
- b. the company is very large
- c. the company protect environment and follows ethical rules
- d. Number of employees

Answer: c. the company protect environment and follows ethical rules

27. Why is technology more important now when shopping online?

- a. To reduce available options
- b. Because the choices and products has become very large
- c. Because stores have become closed
- d. To facilitate travel

Answer: b. Because the choices and products has become very large

28. Which AI tool of the following helps the consumer?

- a. Using a calculator
- b. Smart search engines
- c. Writing by hand
- d. none of them

Answer: b. Smart search engines

29. A person who buys goods and services is called..... .

- a. Designer
- b. Programmer
- c. Consumer
- d. none of them

Answer: c. Consumer

30. Investing in a company's bonds means that you..... .

- a. get free goods
- b. Lend money to the company
- c. Own all the company's shares
- d. all of them

Answer: b. Lend money to the company

31. Investing in a company's shares is for the purpose of

- a. Wasting money
- b. cheating others
- c. Supporting the company and earning profits
- d. both a and b

Answer: c. Supporting the company and earning profits

32. What do smart search engines use to classify results that suit you?

- a. Product colors
- b. Your preferences and previous browsing behavior
- c. Stores names
- d. personal information

Answer: b. Your preferences and previous browsing behavior

33. What is the name of the organizations that provide support to students and teachers in the field of education?

- a. Educational Service Providers (ESP)
- b. Public transportation services
- c. Retail companies
- d. Sports training centers

Answer: a. Educational Service Providers (ESP)

34. Online libraries such as are examples of Educational Service Providers.

- a. Google
- b. Alexandrina Library
- c. Social Media
- d. Microsoft

Answer: b. Alexandrina Library

35. What is the importance of having a clear subject in an email message?

- a. To increase the size of the message
- b. To change the font color
- c. To help the recipient know the purpose of the message
- d. to add images

Answer: c. To help the recipient know the purpose of the message

36. Educational Service Providers can provide students with

- a. books
- b. online training materials
- c. gaming software
- d. both a and b

Answer: d. both a and b

37. What are the chat programs on websites that use artificial intelligence?

- a. Voice assistants
- b. Navigation applications
- c. Email
- d. chat windows (Chatbots)

Answer: d. chat windows (Chatbots)

38. When writing an email, you should write a subject to help the recipient.

- a. long and vague
- b. clear and short
- c. funny
- d. hidden

Answer: b. clear and short

39. Why should your questions be accurate and clear when using a chat window?

- a. To reduce Internet usage
- b. To speed up the device
- c. To get accurate answers
- d. To stop your request completely

Answer: c. To get accurate answers

40. What is the first step you should start with when writing the content of an email?

- a. Starting with a formal and respectful greeting
- b. Adding the attachments
- c. Ending the message with your signature
- d. Adding images

Answer: a. Starting with a formal and respectful greeting

41. Chatbots are designed to respond to questions

- a. via mail
- b. online
- c. through television
- d. none of them

Answer: b. online

42. Email is a way of communication.

- a. Informal
- b. Random
- c. Formal / professional
- d. Personal only

Answer: c. Formal / professional

43. If your problem requires a very fast response, what is the best choice?

- a. Sending a fax
- b. A traditional message via email
- c. A chat window
- d. Making a phone call

Answer: C. A chat window

44. What do chat windows use to understand users' questions?

- a. Programs designed with AI
- b. Calculator
- c. Hard disk drive
- d. Web browser

Answer: a. Programs designed with AI

45. Chatbots are not real people; they are computer programs.

- a. simple
- b. AI
- c. manual
- d. offline

Answer: b. AI

46. Which part of an email specify the purpose of your email?

- a. Signature
- b. Greeting
- c. Content
- d. Subject

Answer: d. Subject

47. Mention one advantage of chat windows compared to email.

- a. more formal
- b. Instant response
- c. Suitable for explaining long problems
- d. Difficult to use

Answer: b. Instant response

48. Small windows that appear on websites asking "How can I help you?" are called

- a. chatbots
- b. viruses
- c. emails
- d. browsers

Answer: a. chatbots

49. Besides email and chatbots, you can communicate through

- a. Telephone
- b. visiting support offices
- c. EKB
- d. both a and b

Answer: d. both a and b

50. Video conferences allow communication through between people in different places.

- a. text messages only
- b. Still images only
- c. Audio and video at the same time
- d. Email

Answer: c. Audio and video at the same time

51. is a popular program used for video conferencing.

- a. Microsoft Teams
- b. Google Meet
- c. Zoom
- d. all of them

Answer: d. all of them

52. Video conferencing is like face-to-face communication but uses

- a. cloud computing
- b. flash memory
- c. library catalogs
- d. none of them

Answer: a. cloud computing

53. What is the first step to create a new video meeting?

- a. Sending an email
- b. Click "End Call" option
- c. Sharing the screen
- d. Click "New Meeting" option

Answer: d. Click "New Meeting" option

54. What should you do before joining a conference to avoid technical problems?

- a. Eating breakfast
- b. Check Internet, camera, and microphone
- c. Writing a long message
- d. Updating the operating system

Answer: b. Check Internet, camera, and microphone

55. To join a current meeting, what do you need from the person who created the meeting?

- a. Your street name
- b. Phone number
- c. Email address
- d. Meeting link or joining code

Answer: d. Meeting link or joining code

56. What is the technological environment in which video conferences take place and allows the use of applications remotely?

- a. Memory card
- b. Personal computer
- c. Cloud computing
- d. Hard disk

Answer: c. Cloud computing

57. Video conferences allow you to communicate in the

- a. Same Time
- b. next day
- c. Last week
- d. Next month

Answer: a. Same Time

58. When joining an online meeting, but you don't have the link, which of the following do you need?

- a. Your email address
- b. Meeting code
- c. Username
- d. Phone number

Answer: b. Meeting code

59. After the meeting, you can send a to the participants.

- a. meeting code
- b. follow-up email
- c. new link
- d. camera icon

Answer: b. follow-up email

60. What is the process that enables you to obtain a copy of the meeting after it ends?

- a. Instant messaging
- b. Joining the meeting
- c. Screen sharing
- d. Conference recording

Answer: d. Conference recording

61. Video conferences happen in , meaning communication is live.

- a. real time
- b. the past
- c. offline mode
- d. written format

Answer: a. real time

62. What is the function of the "Join" button in video conferencing programs?

- a. Entering the meeting
- b. Creating a new link
- c. Turning off the camera
- d. Screen sharing

Answer: a. Entering the meeting

63. One of the rules to follow during the conference is to

- a. create a link
- b. check the internet
- c. be calm and respectful
- d. invite friends

Answer: c. be calm and respectful

64. is a digital tool used in video conferencing to record written notes.

- a. Presentations
- b. Chat
- c. Camera
- d. Audio recording

Answer: b. Chat

65. Programming languages are a set of used to give clear instructions to computer programs.

- a. humans and machines
- b. rules and symbols
- c. wires and cables
- d. power sockets

Answer: b. rules and symbols

66. Which programming language is used to create the basic structure of web pages?

- a. JavaScript
- b. Plant
- c. HTML
- d. None of them

Answer: c. HTML

67. To solve the problem of a , you can try opening it using a different program.

- a. forgotten password
- b. corrupted file
- c. broken charger
- d. wireless network

Answer: b. corrupted file

68. If your device is not charging, what is the first thing you should check?

- a. Device volume
- b. Today's date
- c. Internal battery
- d. Charging cable or power socket

Answer: d. Charging cable or power socket

69. Which language is used to add interaction and movement to web pages?

- a. HTML
- b. JavaScript
- c. Python
- d. CSS

Answer: b. JavaScript

70. What is the best option to protect files from permanent loss?

- a. Saving the file in the Recycle Bin
- b. Saving the file on the desktop
- c. Saving the file on a USB drive
- d. Saving the file on cloud storage

Answer: d. Saving the file on cloud storage

71. Think of as the bones that give the web page its shape.

- a. HTML
- b. JavaScript
- c. External drive
- d. Power adapter

Answer: a. HTML

72. What is the final action that should be taken if all solutions failed to fix a corrupted file?

- a. Trying to open it with different programs
- b. Deleting the corrupted file
- c. Sending the file to a friend
- d. Restart the device

Answer: b. Deleting the corrupted file

73. JavaScript is used to create web pages, such as moving buttons.

- a. static
- b. dynamic
- c. wired
- d. corrupted

Answer: b. dynamic

74. Programming languages are sets of codes and rules that give to the computer.

- a. Instructions (or commands)
- b. still images
- c. Songs
- d. Text files

Answer: a. Instructions (or commands)

75. What is a file called when it does not work properly?

- a. Normal file
- b. Corrupted file
- c. Saved file
- d. Temporary file

Answer: b. Corrupted file

76. It is a good idea to make a of your files to keep them safe.

- a. symbol
- b. backup
- c. pop-up
- d. bone

Answer: b. backup

77. HTML builds the structure of a web page. What does JavaScript create on the page?

- a. Structure only
- b. special symbols
- c. Interactivity and movement
- d. Text only

Answer: c. Interactivity and movement

78. What type of storage allows you to save your files on the Internet?

- a. Cloud storage
- b. Recycle Bin
- c. Internal hard disk
- d. External hard disk

Answer: a. Cloud storage

79. Computers communicate using because they don't understand human language.

- a. human language
- b. charging cables
- c. power adapters
- d. programming languages

Answer: d. programming languages

80. In your opinion, why should passwords be strong and unique?

- a. To protect the account from hacking
- b. To make them easy to remember
- c. To be short
- d. To make sharing with others easier

Answer: a. To protect the account from hacking

81. Google Drive and OneDrive are examples of

- a. programming languages
- b. cloud storage
- c. corrupted files
- d. web structures

Answer: b. cloud storage

82. What is the main goal of photo editing?

- a. editing images and making them more attractive
- b. Reducing image clarity
- c. Making images look old
- d. Increasing the file size

Answer: a. editing images and making them more attractive

83. GIMP is an abbreviation for Image Manipulation Program.

- a. General
- b. GNU
- c. Global
- d. Google

Answer: b. GNU

84. What is the name of the process that makes two different images appear as one image in a presentation?

- a. Color correction
- b. Changing the background
- c. merging images
- d. Cropping the image

Answer: c. merging images

85. Modern image editing programs use to help users.

- a. Artificial Intelligence
- b. manual tools only
- c. Wi-Fi
- d. IoT

Answer: a. Artificial Intelligence

86. One of the features of GIMP is that it is

- a. very expensive
- b. open-source
- c. hard to find
- d. not powerful

Answer: b. open-source

87. What is the role of artificial intelligence in photo editing programs?

- a. Deleting old files
- b. Printing the image
- c. Organizing and customizing colors
- d. Increasing resolution

Answer: c. Organizing and customizing colors

88. Through image editing, you can restore of an image.

- a. original colors
- b. the name
- c. the date
- d. the location

Answer: a. original colors

89. Why is GIMP considered an "open-source" program?

- a. Because it is free
- b. Because it allows users to modify and develop its tools
- c. Because it is used only with the Internet
- d. Because it does not require installation

Answer: b. Because it allows users to modify and develop its tools

90. Motion blur is an example of

- a. LAN
- b. merging
- c. correcting flaws
- d. special effects

Answer: d. special effects

91. Which of the following is a flaw in an image and can be fixed by editing?

- a. excessive camera light
- b. Slow Internet
- c. Video volume is low
- d. Difficulty in typing

Answer: a. excessive camera light

92. Enhancing photos means corrects and restoring original colors.

- a. Background
- b. Lighting
- c. flaws
- d. Size

Answer: c. flaws

93. If you want to make your image look old or have motion blur, what can you use?

- a. Text editing
- b. Color organization
- c. Special effects (Filters)
- d. Background correction

Answer: c. Special effects (Filters)

94. Besides editing, what can you do with images to use them in presentations?

- a. Merge images
- b. Increase Internet speed
- c. Change text color
- d. Write comments

Answer: a. Merge images

95. To remove excessive camera light, we use

- a. scanners
- b. printers
- c. image editing
- d. none of them

Answer: c. image editing

96. What is required from user who wants to use GIMP?

- a. take time to learn and practice
- b. Purchase the program
- c. Be a professional Graphic designer
- d. Have a fast Internet connection

Answer: a. take time to learn and practice

97. What is the name of the tool used to add special effects to images in photo editing programs?

- a. Colors
- b. Filters
- c. Attachments
- d. Shapes

Answer: b. Filters

Q2: Put (✓) or (X)

1. Artificial intelligence is the technology that enables machines to use human traits in problem-solving.

Answer: ✓

2. Artificial intelligence depends on algorithms to learn and solve problems.

Answer: ✓

3. Algorithms are a set of random steps that computers follow.

Answer: X

4. AI tools should be used to make society better.

Answer: ✓

5. The principle of transparency requires that the tool designer be ready to explain how it works.

Answer: ✓

6. Facial Recognition is used to prevent malicious emails from reaching your inbox.

Answer: X

7. AI decisions should be based on personal views and opinions.

Answer: X

8. If an AI tool makes an error, the designer is not required to admit the mistake and correct it.

Answer: X

9. Language processing tools help in formulating writing and emails.

Answer: ✓

10. Responsibility means the designer must correct the AI if it makes a mistake.

Answer: ✓

11. It is ethical to ignore the data of a specific group of people when training AI tools.

Answer: ✗

12. Protectiveness means that personal information should not be leaked.

Answer: ✓

13. Siri and Alexa carry out requests using voice commands.

Answer: ✓

14. Inclusiveness means AI tools should only benefit a specific group of people.

Answer: ✗

15. An AI tool that suggests people you may know on social media is an example of an AI tool that makes recommendations.

Answer: ✓

16. E-commerce is the process of buying and selling goods and services online.

Answer: ✓

17. Comparison websites help users evaluate the quality and price of products.

Answer: ✓

18. Buying a stock means you own a small part of the company.

Answer: ✓

19. Ethical investment means supporting companies that harm the environment.

Answer: ✗

20. AI helps us make the right purchasing decisions in e-commerce.

Answer: ✓

21. If you buy bonds, you become a partner in the company.

Answer: ✗

22. To ensure a company is ethical, you should review its official website.

Answer: ✓

23. Buying a bond means you are lending money to a company.

Answer: ✓

24. "Green Companies" are those that focus on increasing pollution to make profit.

Answer: ✗

25. Reviews help you evaluate the quality of the product before purchasing.

Answer: ✓

26. The ownership of a company is divided into equal parts called bonds.

Answer: ✗

27. A person who buys a bond is lending money to the company.

Answer: ✓

28. Alexandria digital library is an example of Educational Service Providers.

Answer: ✓

29. The best way to get a detailed and professional explanation of a problem is email.

Answer: ✓

30. Email is an informal way of communication used between friends only.

Answer: ✗

31. Speed is one of the main advantages of using chatbots.

Answer: ✓

32. In a professional email, you should clearly state the purpose of your contact.

Answer: ✓

33. A chat window is the best way to communicate for complex problems.

Answer: ✗

34. You should end your professional email with your signature.

Answer: ✓

35. Online reviews are helpful in evaluating the quality of a product before purchasing.

Answer: ✓

36. Chatbots are real people who answer your inquiries.

Answer: ✗

37. Email is the best choice when you need to send an official document.

Answer: ✓

38. Social media messages is the best way to provide accurate and professional information.

Answer: ✗

39. If your questions to a chatbot are not clear, you will not receive accurate answers.

Answer: ✓

40. The most important part of an email that helps the recipient quickly know its purpose is the subject line.

Answer: ✓

41. You cannot communicate with service providers through the telephone.

Answer: ✗

42. Video conferences allow communication only through text.

Answer: ✗

43. To create a new meeting, click "New Meeting" option.

Answer: ✓

44. You can join a meeting by clicking a link sent to you.

Answer: ✓

45. You should check your technology after the conference is finished.

Answer: ✗

46. Google Meet, Zoom, and Microsoft Teams are popular conferencing programs.

Answer: ✓

47. If you are a participant in a meeting, you should turn off your camera and microphone when you are not using them.

Answer: ✓

48. Clicking the camera icon allows you to turn your video on or off.

Answer: ✓

49. You do not need an internet connection to use Google Meet.

Answer: ✗

50. It is important to be calm and respectful during a video conference.

Answer: ✓

51. Instant chat allow written communication during the conference.

Answer: ✓

52. You should keep your microphone always on during a meeting.

Answer: ✗

53. The email sent after the conference is called a follow-up email.

Answer: ✓

54. Video conferences is like face-to-face communication using cloud computing.

Answer: ✓

55. Muting the microphone means people can still hear you.

Answer: ✗

56. A follow-up email can include a recording of the meeting.

Answer: ✓

57. Inappropriate behavior during a video conference is unacceptable and should be avoided.

Answer: ✓

58. Computers can understand human language directly.

Answer: ✗

59. Programming languages are a set of rules and symbols.

Answer: ✓

60. HTML gives the web page its shape and structure.

Answer: ✓

61. JavaScript is used to create static web pages only.

Answer: ✗

62. Cloud storage like One Drive is a preferable way to save files.

Answer: ✓

63. When you forget your password, you should delete the account and create another one.

Answer: ✗

64. If the message "File is corrupted" appears, you should try opening it using another program.

Answer: ✓

65. It is not necessary to make a backup of your important files.

Answer: ✗

66. Checking the power socket is a suggested step if your device does not charge.

Answer: ✓

67. The best way to protect files from permanent loss is to save them on cloud storage.

Answer: ✓

68. JavaScript adds "life" to the page by creating pop-up windows.

Answer: ✓

69. When you forget your password, you should guess it until it works.

Answer: ✗

70. If your device battery is the problem, you may need to replace it.

Answer: ✓

71. If a file won't delete, check if it contains special symbols.

Answer: ✓

72. External drives are the only way to save backups of your files.

Answer: ✗

73. GIMP is a powerful program for image editing.

Answer: ✓

74. Image editing makes images look professional for presentations.

Answer: ✓

75. GIMP is an abbreviation for GNU Image Manipulation Program.

Answer: ✓

76. To make an image look like it is moving or has motion blur, we use special effects (filters).

Answer: ✓

77. You have to pay money to use GIMP.

Answer: ✗

78. Two images can be merged into one through photo editing.

Answer: ✓

79. Artificial intelligence does not help in image editing.

Answer: ✗

80. Open-source programs allow anyone to modify their tools.

Answer: ✓

81. The role of artificial intelligence in photo editing programs is to organize and customize colors.

Answer: ✓

82. GIMP is a closed-source program that no one can modify.

Answer: ✗

83. Modern editing programs use AI to help adjust image colors.

Answer: ✓

84. Microsoft Word is the popular program used as an alternative of GIMP.

Answer: ✗

85. Changing a video frame color can make it smoother.

Answer: ✓

86. You can change the background color of an image.

Answer: ✓

87. You cannot make a new photo look old using GIMP.

Answer: X

88. Motion blur is a type of special effect.

Answer: ✓

89. If there is a flaw in an image because of too much light from the camera, photo editing can correct it.

Answer: ✓

كيفية طباعة صفحات معينة من ملف معين

مثلا ازاي نطبع الصفحات من صفحة 4 الى صفحة 9

